



## Department of Business and Office Administration

### COURSE OUTLINE – Winter 21

OA 1065 WORD LEVEL I 3 (3-0-1.5) 67.5 HOURS for 15 Weeks

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<b>Contact</b>	T/Th 10:00-11:30		
<b>Hours</b>	OR anytime by appointment		

#### WINTER 2021 DELIVERY:

This course is delivered online. There are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support is available through [helpdesk@gprc.ab.ca](mailto:helpdesk@gprc.ab.ca)

#### CALENDAR DESCRIPTION:

This course focuses on the core skills necessary for production of professional business documents. Students will learn Word core level skills including: creating, printing, and editing documents, formatting characters, paragraphs, documents and sections; maintaining documents; writing tools; manipulating tabs and text within documents; merging; and special format characters.

#### PREREQUISITE(S)/COREQUISITE:

NONE

#### REQUIRED TEXT AND MATERIALS

Benchmark Series Microsoft Word 365 Levels 1 by Rutkosky/Roggenkamp/Rutkosky, ©  
Paradigm Publishing, LLC (textbook and ebook or just ebook)

Cirrus Training and Assessment account

USB flash drive

GPRC Office Administration Formatting Guide (in house)

**DELIVERY MODE(S):** GPRC online delivery

**CREDIT/CONTACT HOURS:**

67.5 contact hours

**COURSE OBJECTIVES:**

The course will teach students to:

- Create and edit memos, letters, flyers, announcements, and reports of varying complexity.
- Apply appropriate formatting elements and styles to a range of document types.
- Add graphics and other visual elements to enhance written communication.
- Plan, research, write, and revise documents to meet specific needs.
- Use MS Word to produce finished documents in accordance with business standards for timely completion, correctness of content and format, professional appearance and creativity.
- Evaluate and judge the correctness, completeness and effectiveness of the documents created before submitting for grades
- Accept responsibility for completing all assessments (graded or not) as well as backup routines and preventive maintenance routines
- Maintain organization by creating and maintaining an electronic file system that stores documents in folders named to display organization. A good system will enable document recovery within 30 seconds.
- Consistently code documents with the file name and path in the footer of each document
- Accept that unexpected problems will arise from the use of computers and endeavor to resolve those problems in a professional manner.
- Exhibit ethical behavior with respect to copyright on software, confidentiality, privacy of documents on screen and sharing of files and information.

**LEARNING OUTCOMES:**

After successfully completing a course, students will be able to

**Chapter 1: Preparing a Word Document**

Upon successful completion of Chapter 1, you will be able to:

- Open Microsoft Word
- Create, save, name, print, and close a Word document
- Create a new document
- Open a saved document
- Save a document with Save As
- Close Word
- Edit a document

- Moving the insertion point to a specific line or page
- Moving the insertion point with the keyboard
- Resuming reading or editing in a document
- Select text in a document
- Use the Undo and Redo buttons
- Use the Help feature

## **Chapter 2: Formatting Characters and Paragraphs**

Upon successful completion of Chapter 2, you will be able to:

- Apply font formatting
- Choose a typestyle
- Choose a font effect
- Apply styles from style sets
- Apply Themes
- Customize styles and themes
- Change alignment
- Indent text paragraphs
- Increase and decrease spacing before and after paragraphs
- Repeat the last action
- Automate formatting with Format Painter
- Change line spacing
- Reveal formatting
- Compare formatting

## **Chapter 3 Customizing Paragraphs**

Upon successful completion of Chapter 3, you will be able to:

- Apply numbers and bullets
- Create numbered lists
- Create bulleted lists
- Insert paragraph borders and shading
- Sort paragraph text
- Set, delete, and move tabs on the horizontal ruler and at the Tabs dialog box
- Delete, cut, copy, and paste text within a document
- Copy and paste text between documents

## **Chapter 4 Formatting Pages and Documents**

Upon successful completion of Chapter 4, you will be able to:

- Change margins, page orientation and paper size
- Format pages at the Page Setup dialog box
- Insert page break, blank pages, and cover page
- Insert and remove page numbers
- Insert and edit predesigned headers and footers
- Insert Watermarks, page background color, and page border
- Insert section breaks
- Create and format text in columns
- Hyphenate words automatically and manually
- Create a drop cap
- Use click and type feature
- Vertically align text
- Find and replace text

## **Chapter 5 Applying Formatting and Inserting Objects**

Upon successful completion of Chapter 5, you will be able to:

1. Insert symbols, special characters, and the date and time
2. Insert, format, and customize images, text boxes, shapes, and WordArt
3. Inset and customize screenshots
4. Insert, format, and modify a SmartArt graphic

## Chapter 6 Maintaining Documents

Upon successful completion of Chapter 6, you will be able to:

- Maintain Documents
- Use print screen
- Create a folder
- Rename a folder
- Select documents
- Delete documents
- Copy and move documents
- Rename documents
- Delete a folder
- Open multiple documents
- Change dialogue box view
- Save in a different format
- Work with Windows
- Arrange windows
- Maximize, restore, and Minimize documents
- Split a window
- View documents side by side
- Open a new window
- Insert a file
- Preview and print
- Preview pages
- Print specific text and pages
- Create and print envelopes
- Create and print labels
- Create mailing labels with different names and addresses
- Change label options
- Create mailing labels with the same name and address
- Create mailing labels with an image
- Create a document using a template

## Chapter 7 Creating Tables

Upon successful completion of Chapter 7, you will be able to:

- Create a table
- Enter text in a cell
- Move the insertion point within a table
- Use the insert table dialog box
- Change a table design
- Select cells in a table with a Mouse or Keyboard
- Change the table layout

- Select with the select button
- View gridlines
- Insert and delete rows and columns
- Merge and split cells and tables
- Customize cell size
- Change cell alignment
- Repeat a header row
- Change cell margin measurements
- Change cell direction
- Change table alignment and dimensions
- Change table size with the resize handle
- Move a table
- Convert text to a table and a table to text
- Draw a table
- Insert quick table
- Perform calculations in a table
- Insert an Excel spreadsheet
- Create SmartArt
- Insert and format a SmartArt graphic
- Arrange and move a SmartArt graphic
- Create an organizational chart with SmartArt

## Chapter 8 Merging Documents

Upon successful completion of Chapter 8, you will be able to:

- Create and merge a main document and a data source file
- Merge files to create envelopes, labels, and directories
- Edit main documents and data source files
- Insert additional fields
- Merge a main document with other data sources
- Use the Mail Merge wizard to merge documents
- Create and edit memos, letters, flyers, announcements, and reports of varying complexity
- Apply appropriate formatting elements and styles to a range of document types
- Add graphics and other visual elements to enhance written communication
- Plan, research, write, revise, and publish documents to meet specific information needs

- Given a workplace scenario requiring a written solution, assess the communication purpose

and then prepare the materials that achieve the goal efficiently and effectively

### Business Document Formatting

Upon successful completion of the course, students will be able to correctly format, from rough draft and under a timed deadline, business documents including:

- Interoffice Memorandum
- Full Block and Semi-Block Letters
- Envelopes
- Labels
- Tables
- Merged Business documents

### COURSE POLICY

Assignments are due on the dates set by instructor. Late assignments **will not be** accepted.

- Assignments are to be submitted in the cirrus program or in your MyClasses course space, and uploaded to the chapter submission assignment link on the due date
- Examinations will be completed on the due date and the final exam, during the final exam time. No make ups for missed exams.

### TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferralberta.ca>.

\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability

**EVALUATIONS:** Assignments and testing materials are practical and are hands on work that is expected to be completed on time.

<b>ASSIGNMENTS:</b>	
Guided Practice & Knowledge Check	5%
Weekly Chapter Cirrus Exercises	10%
Weekly Chapter Assessments (project & skill check exams)	25%
<b>TEST &amp; QUIZZES</b>	
Unit 1 Test	15%
Unit 2 Test	15%
<b>FINAL EXAM</b>	30%
<b>TOTAL</b>	100%

In order to receive credit for Business Administration and Office Administration first year courses, you must achieve 50 percent on the final examination or final project, and a course composite grade of at least D (50%).

Note: The unit tests and final examination for this course might be taken online with the use of Respondus Lockdown Browser and Respondus Monitor exam proctoring software. Students must download Lockdown Browser and Respondus Monitor will automatically start with quizzes/examinations through myClass. The proctoring software is a requirement to uphold academic integrity and is necessary to meet accreditation requirements.

Lockdown Browser and Respondus Monitor requires Windows or Mac desktop, laptop, or iPad platforms. Chromebooks, smart phones, and other tablets are not supported. If you do not have access to a Windows or Mac desktop, laptop or iPad, you can book a College PC via the GPRC App -> On-campus Reservations.

You can learn more about Respondus Lockdown Browser and Respondus Monitor here: <https://web.respondus.com/lockdownbrowser-student-video/>. It is important to note that the software recordings are automated systems and are designed to be less intrusive than in-person proctors. The software is only running while you are signed in during your exam. The exam administrators only review the recordings after the exam is submitted and only if it was flagged due to suspicious activity.

The collection and use of your personal information is in accordance with the Freedom of Information and Protection of Privacy (FOIP) Act S. 33 (c) which states that “No personal information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body.” In addition S. 39 (4) states, “A public body may use personal information only to the extent necessary to enable the public body to carry out its purpose in a reasonable manner.”

If you are unable to complete your quizzes/examinations using the proctoring software you may request alternative accommodations to the online testing by contacting your instructor and the GPRC Testing Centre by telephone at 780-539-2212 to arrange to write your exam. Students must book their [quizzes/examinations] no less than 2-weeks in advance of the test date and students are choosing to write the quizzes/examination in the GPRC Testing Centre are responsible for the \$30 sitting fee.

## **GRADING CRITERIA:**

Grades will be assigned on the Letter Grading System. Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

**STUDENT RESPONSIBILITIES:**

All Academic and Administrative policies are available at <https://www.gprc.ab.ca/about/administration/policies/>

**STATEMENT ON PLAGIARISM AND CHEATING:**

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/>

## COURSE SCHEDULE/TENTATIVE TIMELINE:

<u>Week</u>	Content	Requirements Due
<b>Week 1</b>	<p> Carefully Read to Understand:</p> <ul style="list-style-type: none"> <li>○ Course Introduction</li> <li>○ Course Outline</li> <li>○ Course Schedule</li> <li>○ Assessment Types</li> <li>○ Microsoft 365 Download</li> <li>○ Log into Cirrus</li> <li>○ Creating a Word folder</li> </ul>	<p>Get to know our Bright Space course page</p> <ul style="list-style-type: none"> <li> Create an account for our Cirrus Course Page</li> <li> Download your free version of Office 365 from your MyGPRC account</li> <li> Create a Word Folder on a computer drive</li> </ul>
<b>Week 2</b>	<p><b>UNIT 1 EDITING AND FORMATTING DOCUMENTS</b></p> <p> <b>CHAPTER 1 – PREPARING A WORD DOCUMENT</b></p>	<p> <b>CHAPTER 1 CHAPTER ACTIVITIES:</b></p> <p>L1C1 Activity Guide Practice 1-6            L1C1 Knowledge Check            L1 C1 Exercise 1 &amp; 2            L1 C1 Project Exam            L1 C1 Skills Check Exam</p>
<b>Week 3</b>	<p> <b>CHAPTER 2 – FORMATTING CHARACTERS AND PARAGRAPHS</b></p>	<p> <b>CHAPTER 2 CHAPTER ACTIVITIES</b></p> <p>L1C2 Activity Guide Practice 1-4            L1C2 Knowledge Check            L1 C2 Exercise 1, 2, 3            L1 C2 Project Exam            L1 C2 Skills Check Exam</p>
<b>Week 4</b>	<p> <b>CHAPTER 3 – CUSTOMIZING PARAGRAPHS</b></p>	<p><b>CHAPTER 3 CHAPTER ACTIVITIES</b></p> <p>L1 C3 Activity Guide Practice 1-7            L1 C3 Knowledge Check            L1 C3 Exercise 1-4            L1 C3 Project Exam            L1 C3 Skills Check Exam</p>

Week	Content	Requirements Due
Week 5	 <b>CHAPTER 4 – FORMATTING PAGES</b>	 <b>CHAPTER 4 CHAPTER ACTIVITIES</b> L1C4 Activity Guide Practice 1-7 L1C4 Knowledge Check L1 C4 Exercise 1-5 L1 C4 Project Exam L1 C4 Skills Check Exam
Week 6	<b>BUSINESS LETTERS &amp; Memos –</b> Reference Formatting Guide and extra resources on Moodle-SUBMIT Letters in specified format.	 <b>BUSINESS LETTERS &amp; MEMOS ASSIGNMENT</b>   <b>BUSINESS LETTERS &amp; MEMOS QUIZ</b> Reference Formatting Guide and Extra Readings --
Week 7	<b>WINTER BREAK</b>	<b>STUDY FOR UNIT 1 TEST</b>
Week 8	<b>UNIT 1 Test (Chapters 1 – 4)</b> <b>Study by completing U1 Project Exam &amp; U1 Final Skills Check in Cirrus</b>	<b>Unit 1 Test</b>
Week 9	<b>UNIT TWO ENHANCING AND CUSTOMIZING DOCUMENTS</b>  <b>CHAPTER 5 – PROOFING DOCUMENTS</b>	 <b>CHAPTER 5 CHAPTER ACTIVITIES</b> L1C5 Activity Guide Practice 1-7 L1C5 Knowledge Check L1 C5 Exercise 1 -4 L1 C5 Project Exam L1 C5 Skills Check Exam
Week 10	 <b>CHAPTER 6 – MAINTAINING DOCUMENTS AND PRINTING ENVELOPES AND LABELS</b>	 <b>CHAPTER 6 CHAPTER ACTIVITIES</b> L1C6 Activity Guide Practice 1-7 L1C6 Knowledge Check L1 C6 Exercise 1 & 2 L1 C6 Project Exam L1 C6 Skills Check Exam

Week	Content	Requirements Due
Week 11	 <b>CHAPTER 7 – CREATING TABLES AND SMARTART</b>	 <b>CHAPTER 7 CHAPTER ACTIVITIES</b> L1C7 Activity Guide Practice 1-4 L1C7 Knowledge Check L1 C7 Exercise 1 -3 L1 C7 Project Exam L1 C7 Skills Check Exam
Week 12	 <b>CHAPTER 8 – MERGING DOCUMENTS</b>  <b>OPTIONAL: SIGN UP FOR YOUR MOS PRACTICE TEST WITH TESTING CENTER (PICK A DATE DURING THE WEEK OF 26~30)</b>	 <b>CHAPTER 8 – MERGING DOCUMENTS</b> L1C8 Activity Guide Practice 1-5 L1C8 Knowledge Check L1 C8 Exercise 1 - 3 L1 C8 Project Exam L1 C8 Skills Check Exam
Week 13	 <b>UNIT 2 Test (Chapters 5-8)</b> <b>Study by completing U2 Project Exam, U2 Final Skills Check in Cirrus</b>	<b>Unit 2 Test</b>
Week 14 & 15	 <b>FINAL EXAM – PRODUCTION EXAM</b> <ul style="list-style-type: none"> <li>○ This will be a closed book, multi-production exam beginning this last week of classes and is completed in during the 3 hour exam time set by the Registrar's Office</li> </ul>	We will begin our final exam during the last week of class. You will have three class periods and the 3-hour exam time set by the registrar's Office during exam week