GPRC

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION
COURSE OUTLINE – FALL 2017

OA 1065 B2 WORD CORE 3 (3-0-1.5) 67.5 HOURS 15 WEEKS
TUESDAY, THURSDAY, FRIDAY 8:30 – 10 A.M.

Instructor	Sharron Barr	**Email**	sbarr@gprc.ab.ca
Office	C203 or A313B	**Phone or Text**	780 – 897 – 6676 text or call 780 – 532 – 9236 call (home)
Contact Hours	Please text, call, or email me anytime for help or to set-up an appointment		

CALENDAR DESCRIPTION:

This course focuses on the core skills necessary for production of professional business documents including letters, emails, and memos. 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

TEXT AND MATERIALS

1. Rutkowsky, Nita*, Benchmark Series: Microsoft Word 2016 Level 1- Text and ebook or workbook*
2. Formatting Guide (in house)
3. Production Work Exercise Booklet (in house)

DELIVERY MODE(S): Lecture, Lab | Active Learning

COURSE OBJECTIVES:

The course will teach students to:

- Access and apply a variety of resources and methods to successfully perform proficiency skill sets in MS Word to produce business documents.
- Communicate knowledge of MS Word.
- Transfer knowledge and skills to other computer software programs
- Use MS Word to produce finished documents in accordance with business standards for timely completion, correctness of content and format, professional appearance and creativity.
- Accept responsibility for backup routines and preventive maintenance routines
- Maintains 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 with 30 seconds.
- Students will consistently code documents with the file name and path in the footer of each document (see formatting guide).
- 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:

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:

- Applying font formatting
- Choosing a typestyle
- Choosing a font effect

- Applying formatting using keyboard shortcuts
- Formatting with the Mini Toolbar
- Applying font formatting using the front dialogue box
- Change fonts and font effects
- Apply styles from style sets
- Apply themes
- Customize style sets and themes
- Change the alignment of text in paragraphs
- Indent text in paragraphs
- Increase and decrease spacing before and after paragraphs
- Repeat the last action
- Automate formatting with Format Painter
- Change line spacing in a document
- Apply numbering and bullet formatting to text
- 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 Proofing Documents

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

- Change document view
- Display a document in draft view
- Display a document in read mode view
- Change the display percentage
- Change ribbon display options
- Navigate using the navigation pane
- Change page set-up
- Change margins
- Change page orientation
- Chapter paper size
- Change margins at the page setup dialogue box

- Insert and remove a page break
- Insert and remove a blank page
- Insert and remove a cover page
- Insert and remove page numbers
- Insert predesigned headers and footers
- Remove a header or footer
- Edit a predesigned header or footer
- Format the page background
- Insert a watermark
- Apply a page background color
- Insert a page border
- Change page border options
- Find and replace text and formatting
- Find and replace text
- Define search parameters
- Find and replace formatting

Chapter 5 Applying Formatting and Inserting Objects

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

- Insert a section break
- Format text into columns
- Create columns with the columns dialogue box
- Remove column formatting
- Insert a column break
- Balance columns on a page
- Hyphenate words automatically and manually
- Create a drop cap
- Insert symbols and special characters
- Use the click and type feature
- Align text vertically
- Insert and format images
- Insert an image
- Customize and format an image
- Size an image
- Move n image
- Insert an on-line image
- Insert a text box
- Insert a predesigned text box
- Format a text box
- Draw and format a text box
- Draw shapes

- Copy shapes
- Draw and format a text box
- Create and modifying WordArt
- Create and insert a Screenshot

Chapter 6 Maintaining Documents and Print envelopes and Labels

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
- Delate a folder
- Open multiple documents
- Change dialogue box view
- Save in a different format
- Work with Windows
- Arrange windows
- Maximize, restore, and Minimize documents
- Spit 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 and SmartArt

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

Business Document Formatting

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

- Interoffice Memorandum
- Full Block and Semi-Block Letters
- Envelopes
- Labels
- Email
- Tables
- Reports

COURSE POLICY

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

- Assignments are to be e-mailed as attachments or printed and submitted in your assignment folder with the grading sheet by 3 p.m. on the deadline date.
- Redo's are encouraged. Assignments will be graded within 24 hours and students are encouraged to edit their work and resubmit it for full marks. All work will be marked within 24 hours and all re-submitted work (redo's) is due the following day by 3 p.m.
- Examinations will be completed in class and during the final exam time. If the exam time is not acceptable to you, contact your instructor to set-up an alternate time. No make ups for missed exams.
- Examination work can be submitted as hard copy or an e-mail attachment.
- Academic honesty: please refer to page 44 of your College Calendar
- All course assignments must be completed and marked in order to attempt the Unit tests and Formatting tests and Final Exam.
- Marks sheet will be maintained by the instructor and forwarded to students as attachments with updates as work in completed.
- All assigned work and exams must be completed in order to get a passing grade in the course.

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

Assignments including:	
Text Assignments	25%
Production Assignments	20%
Formatting and Concepts Tests	
Letters Test	5%
Memo Test	5%
Tabs Test	5%
Tables Test	5%
Reports Test	5%
Final Exam	30%
TOTAL	100%

Grades will be assigned on the Letter Grading System.

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

GRADING CRITERIA:

Each assignment is graded out of a possible mark of 10. 3 marks are deducted for each format, spelling, punctuation or other error. All assigned work must be completed in order to qualify to write texts and exams and in order to get a grade in this course.

STUDENT RESPONSIBILITIES:

Refer to https://www.gprc.ab.ca/files/forms_documents/StudentRightsandResponsibilities.pdf

**Note: all Academic and Administrative policies are available at
https://www.gprc.ab.ca/about/administration/policies/

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the College Policy on Student Misconduct: Plagiarism and Cheating at

https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf

**Note: all Academic and Administrative policies are available at
https://www.gprc.ab.ca/about/administration/policies/

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Reading and Assignments	Requirements Due
1 - 2	⌨ Carefully Read to Understand: ○ Course Welcome ○ Course Outline ○ Course Schedule ⌨ Create Word Folder on H: drive ⌨ Copy to your Hard Disk Drive H: all data files from Word 2016 text Student Data Files ⌨ Read text Introduction and Getting Started ⌨ Skill Building Assigned Drill Work	*This section is specifically designed for those students who have self-identified or have been assessed as beginning keyboarders. The first week will be dedicated to keyboarding. Once the alphabetic keyboard has been covered the student will begin their word processing.*

Week	Reading and Assignments	Requirements Due

3 - 5	**UNIT 1 EDITING AND FORMATTING DOCUMENTS**
	
	⌨ Skill Building Assigned Drill Work (if required)
	⌨ Chapter 1 – Preparing a Word Document
	   o DO all Multipart Projects and Workbook ebook or workbook Activities (Learning Assessments, Visual Benchmark, Case Study)
	   o SUBMIT for grading those Workbook ebook or workbook Activities (Learning Assessments, Visual Benchmark, Case Study) listed on Graded Chapter Assignments Sheet.
	⌨ Chapter 2 – Formatting Characters and Paragraphs
	   o DO all Multipart Projects and Workbook ebook or workbook Activities (Learning Assessments, Visual Benchmark, Case Study)
	   o SUBMIT for grading those Workbook ebook or workbook Activities (Learning Assessments, Visual Benchmark, Case Study) listed on Graded Chapter Assignments Sheet
	
	⌨ SUBMIT REDO's (if any) from Chapter 1 & 2 for grading
	⌨ Chapter 3 – Customizing Paragraphs
	   o DO all Multipart Projects and Workbook ebook or workbook Activities (Learning Assessments, Visual Benchmark, Case Study)
	   o SUBMIT for grading those Workbook ebook or workbook Activities (Learning Assessments, Visual Benchmark, Case Study) listed on Graded Chapter Assignments Sheet
	⌨ Chapter 4 – Formatting Pages
	   o DO all Multipart Projects and Workbook ebook or workbook Activities (Learning Assessments, Visual Benchmark, Case Study)
	   o SUBMIT for grading those Workbook ebook or workbook Activities (Learning Assessments, Visual Benchmark, Case Study) listed on Graded Chapter Assignments Sheet
	
	⌨ SUBMIT REDO's 3 and 4 (if any) - DUE: 3 p.m. Tuesday
		Chapter 1 Graded Chapter Assignments
		Due Friday 3 p.m. Week 1
		
		Chapter 2 Graded Chapter Assignments
		Due Friday 3 p.m. Week 1
		
		Chapter 3 Graded Chapter Assignments
		Due Friday 3 p.m. Week 2
		
		Chapter 4 Graded Chapter Assignments
		Due Friday 3 p.m. Week 2

Week	Reading and Assignments	Requirements Due
6 – 7	**TABS TEST** PRODUCTION WORK BUSINESS LETTERS – Extra Assignments Reference Formatting Guide and p. 825 of text SUBMIT Letters in specified format. BUSINESS MEMOS – Extra Assignments Reference Formatting Guide SUBMIT Memos in standard memo format.	Tabs Test Tuesday Week 6 Business Letters Due Friday 3 p.m. Week 6 Standard Memos Due Friday 3 p.m. Week 7

Week	Reading and Assignments	Requirements Due

8 - 10	*Business Letters and Business Report Test*
	
	UNIT TWO ENHANCING AND CUSTOMIZING DOCUMENTS
	⌨ Chapter 5 – Proofing Documents
	    o DO all Multipart Projects and Workbook ebook or workbook Activities (Learning Assessments, Visual Benchmark, Case Study)
	    o SUBMIT for grading those Workbook ebook or workbook Activities (Learning Assessments, Visual Benchmark, Case Study) listed on Graded Chapter Assignments Sheet
	
	⌨ **Chapter 6 –** Maintaining Documents and Printing Envelopes and Labels
	    o DO all Multipart Projects and Workbook ebook or workbook Activities (Learning Assessments, Visual Benchmark, Case Study)
	    o SUBMIT for grading those Workbook ebook or workbook Activities (Learning Assessments, Visual Benchmark, Case Study) listed on Graded Chapter Assignments Sheet
	
	⌨ **Chapter 7** – Creating Tables and SmartArt
	    o DO all Multipart Projects and Workbook ebook or workbook Activities (Learning Assessments, Visual Benchmark, Case Study)
	    o SUBMIT for grading those Workbook ebook or workbook Activities (Learning Assessments, Visual Benchmark, Case Study) listed on Graded Chapter Assignments Sheet
		Tuesday and Thursday Week 8
		
		Chapters 5, 6, 7, 8
		Due: Friday 3 p.m.

Week	Reading and Assignments	Requirements Due

	⌨ **Chapter 8** – Merging Documents
	    o DO all Multipart Projects and Workbook ebook or workbook Activities (Learning Assessments, Visual Benchmark, Case Study)
	    o SUBMIT for grading those Workbook ebook or workbook Activities (Learning Assessments, Visual Benchmark, Case Study) listed on Graded Chapter Assignments Sheet	

11 - 12	Business Reports Reference Formatting Guide Submit Reports Extra Assignments **Kicking it with REPORTS!**	**BUSINESS REPORTS** Due: Friday 3 p.m. Week 12
13 - 14	**BUSINESS REPORT TEST** TABLES Assigned Submit Tables Extra Assignments **Give me a Row! ROW!** **Give a column! COLUMN!**	REPORT TEST TUESDAY WEEK 13 TABLES Due: Thursday 3 p.m. Week 12 Tables Test Friday Week 14
15 – FINAL EXAM WEEK TBA	**FINAL EXAM (7.5 HOURS)** **4.5 HOURS IN CLASS AND 3 HOURS DURING FINAL EXAM WEEK**	

THE END WORD 2016 LEVEL 1 ON TO EXPERT LEVEL WORD

(LEVEL 2 AND 3)