



## Department of Business and Office Administration

### COURSE OUTLINE – FALL 2016 MICROSOFT WORD CORE LEVEL II – OA1070B2 3 (0-0-7.5) 56 HOURS (7 weeks)

**Instructor** Cara Leaf

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**Contact Hours** W & F 11:30-1:00  
OR anytime by appointment

#### CALENDAR DESCRIPTION:

This course focuses on the production of advanced professional business documents. Students will use Word skills including: inserting images, inserting shapes and WordArt, tables, charts, merging, sorting and selection, managing lists, and managing long documents with headers, footers, and page numbers.

#### PREREQUISITE(S)/COREQUISITE:

NONE

#### REQUIRED TEXT AND MATERIALS

1. Rutkowsky, Nita, *Benchmark Series: Microsoft Word 2016 Level 1& 2.* - Text and eBook ISBN: 9780763869816.
2. Formatting Guide (in house)



**DELIVERY MODE(S):** Lecture, Lab

#### CREDIT/CONTACT HOURS:

56.5 hours OA 1060 and 56.5 hours OA 1070

## **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.
- Evaluate and judge the correctness, completeness and effectiveness of the documents they create before submitting for grades
- 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.
- 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:**

After successfully completing a course, students will be able 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, 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

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

## **TRANSFERABILITY:**

**\*Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer

Guide main page <http://www.transferalberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlinesearch.html?SearchMode=S&step=2>

\*\* 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**

## COURSE POLICY

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

- Assignments are to be printed and submitted in your assignment folder with the grading sheet on the due date.
- Examinations will be completed in class and during the final exam time. No make ups for missed exams.
- 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, Formatting tests and Final Exam.
- 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: Weekly Assessments & Quizzes	20%
Unit Tests: Unit 1 Test	10%
Unit 2 Test	10%
Unit 3 Test	10%
Unit 4 Test	10%
Practice MOS Exam	10%
Final Exam	30%
TOTAL	100%

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-**.

## GRADING CRITERIA:

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

- Each assignment is graded out of a possible mark of 10. 2 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](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:







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/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <http://www.gprc.ab.ca/about/administration/policies/>









\*\*Note: all Academic and Administrative policies are available on the same page.






**COURSE SCHEDULE/TENTATIVE TIMELINE:**








<b>Week</b>	<b>Reading and Assignments</b>	<b>Requirements Due</b>
<p><b>Week 1</b> Aug 31- Sept 2</p>	<p> Carefully Read to Understand:</p> <ul style="list-style-type: none"> <li>○ Course Welcome</li> <li>○ Course Outline</li> <li>○ Course Schedule</li> </ul> <p> Create Word Folder on H: drive</p> <p> Copy to your Hard Disk Drive H: all data files from Word 2016 text Student Data Files</p> <p> Read text Introduction and Getting Started</p> <p><b>UNIT 1 EDITING AND FORMATTING DOCUMENTS</b></p> <p> <b>CHAPTER 1 – PREPARING A WORD DOCUMENT</b></p> <ul style="list-style-type: none"> <li>○ Do all Multipart Projects (1-6) and eBook Assessments</li> <li>○ PRINT &amp; SUBMIT for grading the eBook Assessments1-3. Upload a copy to the Chapter 1 Moodle link</li> </ul>	<p> <b>CHAPTER 1 CHAPTER ASSESSMENTS</b></p> <p>Due Tuesday September 6<sup>th</sup> at the beginning of class</p>

Week	Reading and Assignments	Requirements Due
<b>Week 2</b> Sept 6-9	 <b>CHAPTER 2 – FORMATTING CHARACTERS AND PARAGRAPHS</b> <ul style="list-style-type: none"> <li>○ Do all Multipart Projects (1-4) and eBook Assessments</li> <li>○ <b>PRINT &amp; SUBMIT</b> for grading the eBook Assessments (1-3). Upload a copy to the Chapter 2 Moodle link</li> </ul>	 <b>CHAPTER 2 CHAPTER ASSIGNMENTS</b> Due Monday September 12 <sup>th</sup> at the beginning of class
<b>Week 3</b> Sept 12-16	 <b>CHAPTER 3 – CUSTOMIZING PARAGRAPHS</b> <ul style="list-style-type: none"> <li>○ Do all Multipart Projects (1-7) and eBook Assessments</li> <li>○ <b>PRINT &amp; SUBMIT</b> for grading the eBook Assessments (1-5). Upload a copy to the Chapter 3 Moodle link</li> </ul> <p><b>BUSINESS LETTERS &amp; Memos</b> – Extra Assignments</p> <ul style="list-style-type: none"> <li>○ Reference Formatting Guide and extra resources on Moodle</li> <li>○ SUBMIT Letters in specified format.</li> </ul>	 <b>CHAPTER 3 CHAPTER ASSIGNMENTS &amp; BUSINESS LETTERS</b> Due Monday September 19 <sup>th</sup> at the beginning of class
<b>Week 4</b> Sept 19-23	 <b>CHAPTER 4 – FORMATTING PAGES</b> <ul style="list-style-type: none"> <li>○ Do all Multipart Projects (1-6) and eBook Assessments 1-3 as well as Visual Bench Mark 1</li> <li>○ <b>PRINT &amp; SUBMIT</b> for grading the eBook Assessments (1-3) and the Visual Bench mark documents. Upload a copy to the Chapter4 Moodle link</li> </ul> <p> <b>UNIT 1 Test (Chapters 1 – 4)</b>  <b>10:00-11:20 Friday, September 23<sup>rd</sup></b></p>	 <b>CHAPTER 4 CHAPTER ASSIGNMENT</b> Due Friday 23 <sup>rd</sup> at the beginning of class  <b>Unit 1 Test on Friday 23<sup>rd</sup>.</b>

Week	Reading and Assignments	Requirements Due
<b>Week 5</b> Sept 26-30	<p><b>UNIT TWO ENHANCING AND CUSTOMIZING DOCUMENTS</b></p> <p> <b>CHAPTER 5 – PROOFING DOCUMENTS</b></p> <ul style="list-style-type: none"> <li>○ Do all Multipart Projects (1-5) and eBook Assessments 1-4 as well as Visual Bench Mark 1</li> <li>○ <b>PRINT &amp; SUBMIT</b> for grading the eBook Assessments (1-4) and the Visual Benchmark (Part 1)</li> <li>○ Upload a copy to the Chapter 5 Moodle link</li> </ul> <p> BUSINESS LETTERS &amp; MEMOS – Quiz</p> <ul style="list-style-type: none"> <li>○ Reference Formatting Guide and Moodle Readings</li> <li>○ Quiz on Friday Sept. 30th.</li> </ul>	<p> <b>CHAPTER 5 – PROOFING DOCUMENTS &amp; MEMO ASSIGNMENT</b></p> <p>Due Monday October 3rd at the beginning of class</p>
<b>Week 6</b> Oct 3-7	<p> <b>CHAPTER 6 – MAINTAINING DOCUMENTS AND PRINTING ENVELOPES AND LABELS</b></p> <ul style="list-style-type: none"> <li>○ Do all Multipart Projects (1-5) and eBook Assessments (1-7) as well as Visual Bench Mark 1&amp;2</li> <li>○ <b>PRINT &amp; SUBMIT</b> for grading the eBook Assessments (1-7) and the Visual Benchmark s</li> <li>○ Upload a copy to the Chapter 6 Moodle link</li> </ul> <p></p>	<p> <b>CHAPTER 6 – MAINTAINING DOCUMENTS AND PRINTING ENVELOPES AND LABELS</b></p> <p>Due Tuesday October 11th at the beginning of class</p>

Week	Reading and Assignments	Requirements Due
<b>Week 7</b> Oct 11-14	 <b>CHAPTER 7 – CREATING TABLES AND SMARTART</b> <ul style="list-style-type: none"> <li>○ Do all Multipart Projects (1-6) and eBook Assessments (1-6) as well as Visual Bench Mark 1&amp;2</li> <li>○ <b>PRINT &amp; SUBMIT</b> for grading the eBook Assessments (1-6) and the Visual Benchmarks</li> <li>○ Upload a copy to the Chapter 7 Moodle link</li> </ul> 	 <b>CHAPTER 7 – CREATING TABLES AND SMARTART</b>  <b>Tables Quiz Friday October 14th</b>  <b>Ch. 7 Assignments Due Monday October 17th at the beginning of class</b>
<b>Week 8</b> Oct.17-21	 <b>CHAPTER 8 – MERGING DOCUMENTS</b> <ul style="list-style-type: none"> <li>○ Do all Multipart Projects (1-8) and eBook Assessments (1-5) as well as Visual Bench Mark 1</li> <li>○ <b>PRINT &amp; SUBMIT</b> for grading the eBook Assessments (1-5) as well as Visual Bench Mark 1</li> <li>○ Upload a copy to the Chapter 8 Moodle link</li> </ul> <p><b>Unit 2 Test Monday October 24<sup>th</sup> (Ch 5-8)</b></p> 	 <b>CHAPTER 8 – MERGING DOCUMENTS</b>  <b>Assignments Due Monday October 24<sup>th</sup> at the beginning of class</b>
<b>Week 9</b> Oct 24-28	<p style="text-align: center;"><b>WORD LEVEL II OA 1070</b></p>  <b>CHAPTER 1 – CUSTOMIZING PARAGRAPHS &amp; PAGES</b> <ul style="list-style-type: none"> <li>○ Do all Multipart Projects (1-6h) and eBook Assessments (3-6) as well as Visual Bench Mark 1</li> <li>○ <b>PRINT &amp; SUBMIT</b> for grading the eBook Assessments (3-6) as well as Visual Bench Mark 1</li> </ul>	 <b>CHAPTER 1 – PARAGRAPHS AND PAGES</b>  <b>Assignments Due Monday October 31<sup>st</sup> at the beginning of class</b>

Week	Reading and Assignments	Requirements Due
	<ul style="list-style-type: none"> <li>○ Upload a copy to the Chapter 1 Moodle link</li> </ul>	
<b>Week 11</b> Oct 31- Nov4	 <b>CHAPTER 3 –AUTOMATING &amp; CUSTOMIZING FORMATTING</b> <ul style="list-style-type: none"> <li>○ Do all Multipart Projects (1-8) and eBook Assessments (3-5) as well as Visual Bench Mark 1</li> <li>○ <b>PRINT &amp; SUBMIT</b> for grading the eBook Assessments (3-5) as well as Visual Bench Mark 1</li> <li>○ Upload a copy to the Chapter 3 Moodle link</li> </ul>	 <b>CHAPTER 3 – AUTOMATING &amp; CUSTOMIZING FORMATTING</b>  <b>Assignments Due Monday November 7th at the beginning of class</b>
<b>Week 12</b> Nov 7-9	 <b>CHAPTER 4 –CUSTOMIZING THEMES</b> <ul style="list-style-type: none"> <li>○ Do all Multipart Projects and eBook Assessments (1-4) as well as Visual Bench Mark 1</li> <li>○ <b>PRINT &amp; SUBMIT</b> for grading the eBook Assessments (1-4) and VB1</li> <li>○ Upload a copy to the Chapter 4 Moodle link</li> </ul> <p> <b>UNIT 3 Test (Chapters 1,2,4 Level II)</b>  <b>10:00-11:20 Friday, November 18th</b></p>	 <b>CHAPTER 4 – CUSTOMIZING THEMES</b>  <b>Assignments Due Monday November 14th at the beginning of class</b>

Week	Reading and Assignments	Requirements Due
<b>Week 13</b> Nov 14-18	 <b>CHAPTER 5 –INSERTING SPECIAL FEATURES &amp; REFERENCES</b> <ul style="list-style-type: none"> <li>○ Do all Multipart Projects and eBook Assessments (1-3) as well as Visual Bench Mark 1</li> <li>○ <b>PRINT &amp; SUBMIT</b> for grading the eBook Assessments (1-3) and VB 1</li> <li>○ Upload a copy to the Chapter 5 Moodle link</li> </ul> 	<b>CHAPTER 5 –INSERTING SPECIAL FEATURES &amp; REFERENCES</b> <b>Assignments Due Monday November 21st at the beginning of class</b>
<b>Week 14</b> Nov 21-25 2	 <b>CHAPTER 6 –CREATING SPECIALIZED TABLES &amp; INDEXES</b> <ul style="list-style-type: none"> <li>○ Do all Multipart Projects and eBook Assessments (1-4) as well as Visual Bench Mark 1</li> <li>○ <b>PRINT &amp; SUBMIT</b> for grading the eBook Assessments (1-4)</li> <li>○ Upload a copy to the Chapter 6 Moodle link</li> </ul>	<b>Assignments Due Monday November 28th at the beginning of class</b>
<b>Week 15</b> Nov 28- Dec	 <b>CHAPTER 7 –WORKING WITH SHARED DOCUMENTS</b> <ul style="list-style-type: none"> <li>○ Do all Multipart Projects (1-4) and eBook Assessments (1-5) as well as Visual Bench Mark 1</li> <li>○ <b>PRINT &amp; SUBMIT</b> for grading the eBook Assessments (1-4)</li> <li>○ Upload a copy to the Chapter 6 Moodle link</li> </ul>  <b>UNIT 4 Test (Chapters 5-7 Level II)</b>  <b>10:00-11:20 Friday, Dec.2nd</b>	<b>Assignments Due FRIDAY December 2th at the beginning of class</b>
Dec 5-6	 Final Exam Begins (or MOS Tests)	

