



Department of Business and Office Administration

COURSE OUTLINE – FALL 2016

OA1070A2 MICROSOFT WORD Core LEVEL II

3 (0 – 0 – 7.5) 56 HOURS (7 weeks)

Instructor	Sharron Barr A313B or C203	Phone	539-2979 (office) 897 – 6676 (cell – text) 532-9236 (home)
Office	Do drop in or set up an appointment at your convenience. C203 or A313A	E-mail	sbarr@gprc.ab.ca
Contact Hours	TBA E-mail me anytime! You are welcome to call me at these contacts numbers and discuss any challenges or questions you may have about the course.		



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.

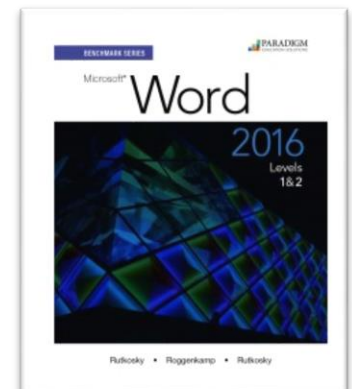
PREREQUISITE(S)/COREQUISITE: OA1060 MS WORD 2016 LEVEL I

TEXT AND MATERIALS:

Rutkowski, Nita Benchmark Series: Microsoft Word 2016 – Levels I and II with e-book

ISBN: 978-0-76386-921-2 Office Administration Formatting Guide (in-house)

Office Administration Production Work Exercise Guide (in-house)



CREDIT/CONTACT HOURS: 3 Credits 56 hours

DELIVERY MODE(S): 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:

MICROSOFT WORD 2016 LEVEL II

UNIT 1 FORMATTING AND CUSTOMIZING DOCUMENTS

Chapter 1 Customizing Paragraphs and Pages

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

- Apply custom numbering and bulleting formatting to text
- Define and Insert custom bullets
- Define and insert multilevel list numbering
- Insert, format, and customize images and text boxes
- Group and ungroup objects
- Link and unlink text boxes
- Insert heading and footers in documents
- Format, edit, and remove headers and footers

- Insert and print sections
- Control widow/orphans and keep text together on a page

Chapter 2 Proofing Documents and Creating Charts

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

- Complete a spelling check and grammar check on the text in a document
- Display readability statistics
- Create a custom dictionary and change the default dictionary
- Display synonyms and antonyms for specific words using the thesaurus
- Display document word, paragraphs, and character counts
- Insert line numbers
- Use the Smart Lookup feature
- Use the translation feature to translate work from English to other languages
- Insert and format charts

Chapter 3 Automating and Customizing Formatting

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

- Specify AutoCorrect exceptions
- Add and delete AutoCorrect Text
- Use the AutoCorrect Options button
- Customize AutoFormatting
- Insert and sort building blocks
- Create, edit, modify, and delete custom building blocks
- Insert document property placeholders from Quick Parts
- Insert and update fields from Quick Parts
- Customize the Quick Access Toolbar
- Customize the ribbon
- Export Quick Access Toolbar and ribbon customizations

Chapter 4 Customizing Themes, Creating Macros, and Navigating in a Document

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

- Create custom theme colors, theme fonts, and theme effects
- Save a custom theme
- Apply, edit, and delete custom themes
- Reset the template theme
- Apply styles and modify existing styles
- Record, run, and delete macros
- Assign a macro to a keyboard command
- Navigate in a document using the Navigation pane, bookmarks, hyperlinks, and cross-references

- Insert hyperlinks to a location in the same document, a different document, a file in another program, and an email address

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UNIT 2 EDITING FORMATTING DOCUMENTS

Chapter 5 Inserting Special Features and References

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

- Sort text in paragraphs, columns, and tables
- Sort records in a data source file
- Select specific records in a data source file
- Find specific records in a data source file
- Create and use specialized templates
- Insert footnotes and endnotes
- Insert and edit sources and citations
- Insert, modify, and format source lists

Chapter 6 Creating Specialized Tables and Indexes

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

- Create, insert, and update a table of contents
- Create, insert, and update a table of figures
- Create and customize captions
- Create, insert, and update and index

Chapter 7 Working with Shared Documents

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

- Insert, edit, show, reply to, print, and delete comments
- Navigate between comments
- Distinguish comments from different users
- Edit a document using the Track Changes feature
- Customize the display of changes, markups, and review information
- Navigate to and accept/reject revisions
- Compare documents
- Combine documents and show source documents
- Embed and link data between Excel and Word

Chapter 8 Protecting and Preparing Documents

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

- Restrict formatting and editing in a document and allow exceptions to restrictions
- Protect a document with a password
- Open a document in different views
- Modify document properties
- Mark a document as final
- Encrypt a document with t password
- Inspect a document for confidentiality, accessibility, and compatibility issues
- Manage versions of a document

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:

- Reports
- Tables

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	20%
Production Assignments	20%

Formatting Tests	
Report TEST	10%
Tables Test	10%
Final Exam or MOS Test	40%
Total	100%

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

Grades will be assigned on the Letter Grading System.

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. Please see grading rubrics for full details.

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/>


OA1070 A2 COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Reading and Assignments	Requirements Due
1 9	<p>Business Reports Reference Formatting Guide Submit Reports Extra Assignments</p> <div style="text-align: center;">  <p>Kicking things off with REPORTS!</p> </div>	<p>BUSINESS REPORTS Due: Friday 6 p.m. Week 1</p>

Week	Reading and Assignments	Requirements Due
2 ¹⁰	<p>REPORT TEST</p> <p>LEVEL II UNIT 1</p> <p>FORMATTING AND CUSTOMIZING DOCUMENTS</p> <p> Chapter 1 – Customizing Paragraphs and Pages</p> <ul style="list-style-type: none"> ○ DO all Multipart Project and Workbook eBook Activities (Learning Assessments, Visual Benchmark, Case Study) ○ SUBMIT for grading those Workbook eBook Activities (Learning Assessments, Visual Benchmark, Case Study) listed on Graded Chapter Assignments Sheet <p> Chapter 2 – Proofing Documents and Creating Charts</p> <ul style="list-style-type: none"> ○ DO all Multipart Project and Workbook eBook Activities (Learning Assessments, Visual Benchmark, Case Study) ○ SUBMIT for grading those Workbook eBook Activities (Learning Assessments, Visual Benchmark, Case Study) listed on Graded Chapter Assignments Sheet 	<p>Chapter 1 Graded Chapter Assignments Due Friday 3 p.m. Week 2</p> <p>Chapter 2 Graded Chapter Assignments Due Friday 3 p.m. Week 2</p>
3 ¹¹	<p> Chapter 3 – Automating and Customizing Formatting</p> <ul style="list-style-type: none"> ○ DO all Multipart Project and Workbook eBook Activities (Learning Assessments, Visual Benchmark, Case Study) ○ SUBMIT for grading those Workbook eBook Activities (Learning Assessments, Visual Benchmark, Case Study) listed on Graded Chapter Assignments Sheet <p> Chapter 4 – Customizing Themes, Creating Macros, and Navigating in a Document</p>	<p>SUBMIT REDO'S (if any) Chapters 1 and 2</p> <p>Chapter 3 Graded Chapter Assignments Due Friday 3 p.m. Week 2</p> <p>Chapter 4 Graded Chapter Assignments Due Friday 3 p.m. Week 2</p>

Week	Reading and Assignments	Requirements Due
	<ul style="list-style-type: none"> ○ DO all Multipart Project and Workbook eBook Activities (Learning Assessments, Visual Benchmark, Case Study) ○ SUBMIT for grading those Workbook eBook Activities (Learning Assessments, Visual Benchmark, Case Study) listed on Graded Chapter Assignments Sheet 	
4 ¹²	<p>TABLES Assigned Submit Tables Extra Assignments</p> <div style="text-align: center;">  <p>Give me a Row! ROW! Give a column! COLUMN!</p> </div> <p>LEVEL II UNIT 2 FORMATTING AND CUSTOMIZING DOCUMENTS</p> <p> Chapter 5 – Inserting Special Features and References</p> <ul style="list-style-type: none"> ○ DO all Multipart Project and Workbook eBook Activities (Learning Assessments, Visual Benchmark, Case Study) ○ SUBMIT for grading those Workbook eBook Activities (Learning Assessments, Visual Benchmark, Case Study) listed on Graded Chapter Assignments Sheet 	<p>TABLES – Extra Assignments Due: Friday at 6 p.m. Week 4</p> <p>Chapter 5 Graded Chapter Assignments Due Friday 3 p.m. Week 2</p> <p>Chapter 6 Graded Chapter Assignments Due Friday 3 p.m. Week 2</p>

Week	Reading and Assignments	Requirements Due
	<p> Chapter 6 – Creating Specialized Tables and Indexes</p> <ul style="list-style-type: none"> ○ DO all Multipart Project and Workbook eBook Activities (Learning Assessments, Visual Benchmark, Case Study) ○ SUBMIT for grading those Workbook eBook Activities (Learning Assessments, Visual Benchmark, Case Study) listed on Graded Chapter Assignments Sheet 	
5 ¹³	<p>TABLES TEST</p> <p> Chapter 7 – Working with Shared Documents</p> <ul style="list-style-type: none"> ○ DO all Multipart Project and Workbook eBook Activities (Learning Assessments, Visual Benchmark, Case Study) ○ SUBMIT for grading those Workbook eBook Activities (Learning Assessments, Visual Benchmark, Case Study) listed on Graded Chapter Assignments Sheet <p> Chapter 8 – Protecting and Preparing Documents</p> <ul style="list-style-type: none"> ○ DO all Multipart Project and Workbook eBook Activities (Learning Assessments, Visual Benchmark, Case Study) ○ SUBMIT for grading those Workbook eBook Activities (Learning Assessments, Visual Benchmark, Case Study) listed on Graded Chapter Assignments Sheet 	<p>Chapter 7 Graded Chapter Assignments Due Friday 3 p.m. Week 2</p> <p>Chapter 8 Graded Chapter Assignments Due Friday 3 p.m. Week 2</p>
6 ¹⁴	<p>MOS PRACTICE AND SIGN UP</p> <p>If you choose to take the MOS Word Exam in lieu of your final exam you must complete the MOS practice test and MOS by the end of Week 14. See EVALUATION.</p>	Submit REDO's (if any)

Week	Reading and Assignments	Requirements Due
7 ¹⁵	FINAL EXAM	
8 ¹⁶	<p>This course has a final practical exam that will take you 10 hours. You will begin your final exam during the final week of class and during the 3 hours scheduled during final exam week.</p> 	

The End WORD LEVEL II EXPERT

