



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION
COURSE OUTLINE – WINTER 2021
OA1075 WORD EXPERT 3 (3– 0 – 1.5) 67.5 Hours 15 Weeks

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Contact T/TH 10:00-11:30
Hours Any time by appointment. E-mail me anytime!

WINTER 2021 DELIVERY:

Remote Delivery. This course is delivered remotely. 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
Note: GPRC reserves the right to change the course delivery.

CALENDAR DESCRIPTION:

This course covers expert level concepts and techniques of Microsoft Word through lectures, demonstrations, and hands on practical applications. Emphasis will be placed on the production of professional business documents such as long documents, fill-in forms, merged documents including multi-page merged letters, and desktop publishing documents. Students will be expected to produce these professional business documents in a timed environment. Students will master the software concepts required to gain the Microsoft Certification – Word.

PREREQUISITE(S)/COREQUISITE: OA1065 Word Core

REQUIRED TEXT AND MATERIALS:

Rutkowski, Nita Benchmark Series: Microsoft Word 2016 – Level II AND
Rutkowski, Nita Benchmark Series: Microsoft Word 2016 – Level III
Cirrus Code
Office Administration Formatting Guide (in-house)

CREDIT/CONTACT HOURS: 3 Credits 67.5 hours

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.
- 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:

- Adjust character spacing, use OpenType features, apply text effects, and change the default font
- Insert intellectual property symbols, hyphens, dashes, and nonbreaking spaces
- Find and replace font formatting, paragraph formatting, special characters, styles, and body and heading fonts, and use wildcard characters
- Manage document properties
- Inspect a document for confidentiality, accessibility, and compatibility issues

Chapter 2 Proofing Documents and Creating Charts

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

- Complete a spelling check and a grammar check on text in a document
- Display readability statistics
- Create a custom dictionary, change the default dictionary, and remove a dictionary
- Display document word, paragraph, and character counts
- Insert line numbers
- Display synonyms and antonyms for specific words using the thesaurus

- Use the Smart Lookup feature
- Translate text to and from different languages
- Sort text in paragraphs, columns, and tables

Chapter 3 Inserting Headers, Footers & references

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

- Insert headers and footers in documents
- Format, edit, and remove headers and footers
- Insert and print sections
- Keep text together on a page
- Insert footnotes and endnotes
- Insert and edit sources and citations
- Insert, modify, and format sources lists

Chapter 4 Creating Specialized Tables and Navigating in a Document

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

- Insert a table of contents
- Number the table of contents page
- Navigate using a table of contents
- Customize, update, or remove a table of contents
- Assign levels to table of content entries
- Mark table of contents entries as fields
- Insert, update, or delete a table of figures

- Create and customize captions for figures
- 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, or an email address

Chapter 5 Customizing Objects and Creating Charts

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

- Insert, format, and customize images and text boxes
- Group and ungroup objects
- Edit points and wrap points in a shape
- Link and unlink text boxes
- Insert, format, and customize icons
- Insert, format, and customize 3D models
- Insert and format charts

Chapter 6 Merging Documents

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

- Create a data source file
- Create a main document and merge it with a data source file
- Preview a merge and check for errors before merging documents
- Create an envelope, a label, and a directory main document and then merge it with a data source file
- Edit a data source file
- Select specific records for merging
- Use the Mail Merge wizard to merge a letter main document with a data source file

Chapter 7 Managing Building Blocks & Fields

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

- Insert and sort building blocks
- Save content as building blocks in specific galleries
- Edit building block properties
- Insert and modify custom building blocks
- Create a building block gallery and save building blocks in a different template
- Delete building blocks
- Insert document property placeholders from Quick Parts
- Insert and update fields from Quick Parts

Chapter 8 Managing Shared Document

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

- Insert, edit, show, reply to, print, resolve, and delete comments
- Navigate between comments
- Distinguish comments from different users
- Edit a document using the Track Changes feature
- Display changes, show markups, display tracked changed information, and change user information
- Lock the Track Changes feature and customize tracked changes options
- Navigate to and accept/reject changes
- Restrict and enforce formatting and editing in a document and protect a document with a password
- Protect a document by marking it as final, encrypting it, restricting editing, and adding a digital signature
- Open a document in different views
- Share a document electronically
- Manage document versions

MICROSOFT WORD 2016 LEVEL III

Chapter 1 – Designing Styles

Upon completion of this chapter you will be able to:

- Apply a style and style set
- Create a style
- Assign a keyboard shortcut to a style
- Modify a style
- Save a style in a template
- Display all styles
- Reveal style formatting
- Save a custom style set
- Create and modify styles for multilevel lists and tables
- Investigate document styles using the Style Inspector task pane
- Manage and organize styles

Chapter 3 – Managing Macros

Upon completion of this chapter you will be able to:

- Record, run, and delete macros
- Assign a macro to a keyboard command
- Assign a macro to the Quick Access Toolbar
- Run a macro automatically
- Specify macro security settings
- Save a macro-enabled document and template

- Copy macros between documents and templates
- Record and run a macro with a Fill-in field
- Edit a macro
- Record and store a macro in the default template
- Managing Macros A macro is a time-saving
- Edit a form template
- Insert and edit placeholder text
- Create a form using a table
- Restrict editing of a template
- Set properties for content controls
- Edit a protected form template

Chapter 4 – Creating Forms

Upon completion of this chapter you will be able to:

- Design and create a form and save it as a template
- Insert content controls in a form
- Define a group and edit text and content controls in Design mode
- Open and fill in a form based on a template
- Edit a form template

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:

- Multipage Letters
- Merged Documents and multi-page documents
- Long documents
- Fill-in Forms

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.transferalberta.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**

- Insert and edit placeholder text
- Create a form using a table
- Restrict editing of a template
- Insert picture, date picker, drop-down list, combo box, and check box content controls
- Specify and customize properties for content controls
- Edit a protected form template
- Create a form with legacy tools
- Print a form
- Customize form field options

Chapter 5 Creating Tables of Authorities & Index

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

- Insert a table of authorities
- Update or delete a table of authorities
- Mark text for an index
- Insert an index
- Create a concordance file
- Use a concordance file to create an index
- Update or delete an index

COURSE POLICY

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

- Assignments are to be uploaded to Moodle or assessments printed and submitted in your assignment folder with the grading sheet by the end of class on the due date.
- 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.
- 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.

<u>Chapter Assessments:</u>	
Cirrus Guided Practice, Knowledge Check and Exercises	15%
Cirrus Project Exams/ Skill Check Exam/ Weekly Quizzes	25%
<u>Unit Tests:</u>	
Unit 1 Test	15%
Unit 2 Test	15%
Final Exam or MOS	30%
TOTAL	100%

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:

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.

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.

Please note that most universities will not accept your course for transfer credit IF your grade is less than C-.

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 www.gprc.ab.ca/about/administration/policies/

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