COURSE OUTLINE: OAD128 - BUS. WORD PROCESSING

Prepared: Minttu Kamula
Approved: Sherri Smith, Vice President, Academic, Innovation and Student Services

Course Code: Title	OAD128: BUSINESS WORD PROCESSING
Program Number: Name	2086: OFFICE ADMIN-EXEC
Department:	OFFICE ADMINISTRATION
Academic Year:	2023-2024
Course Description:	This course is designed to develop skills in word processing and current document formatting. The course will provide the students with instruction in word processing applications as applied in the business environment.
Total Credits:	4
Hours/Week:	9
Total Hours:	63
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Substitutes:	OAD111, OAD115
This course is a pre-requisite for:	OAD103, OAD140, OAD141, OAD150, OAD151, OAD209
Vocational Learning Outcomes (VLO's) addressed in this course: **Please refer to program web page for a complete listing of program outcomes where applicable.**	**2086 - OFFICE ADMIN-EXEC** VLO 1 Conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics. VLO 2 Manage the scheduling, coordination and organization of administrative tasks and workflow within specific deadlines and according to set priorities. VLO 3 Coordinate the collection, analysis, distribution and response to communications in the workplace to facilitate the flow of information. VLO 4 Operate and provide support related to the use, maintenance and procurement of office equipment and technologies. VLO 7 Prepare and produce a variety of business documents using available technologies and applying industry standards.
Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication. EES 5 Use a variety of thinking skills to anticipate and solve problems. EES 6 Locate, select, organize, and document information using appropriate technology and information systems. EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of

	others. EES 10 Manage the use of time and other resources to complete projects. EES 11 Take responsibility for ones own actions, decisions, and consequences.
Course Evaluation:	Passing Grade: 50%, D A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.
Books and Required Resources:	MindTap for Beskeen/Cram/Duffy/Friedrichsen`s Illustrated Series Collection, Microsoft 365 & Office 2021, 2 Terms Instant Access by David Beskeen, Carol Cram, Jennifer Duffy, Lisa Friedrichsen Publisher: Cengage Learning

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
Utilize word processing software to prepare, edit, and format standard business documents, and utilize the software`s formatting features to enhance the visual display and clarity of documents.	1.1 Open Microsoft Word, create, save, name, print, open and close a Word document. 1.2 Exit Word and Windows. 1.3 Edit, insert, move, and select text in a document. 1.4 Use the Undo and Redo button. 1.5 Change fonts, typestyles, font effects. 1.6 Format selected text with buttons on the Mini toolbar. 1.7 Turn on display of nonprinting characters. 1.8 Change the alignment of text in paragraphs. 1.9 Indent text in paragraphs. 1.10 Increase and decrease spacing before and after paragraphs. 1.11 Use the new line command, as well as keyboard shortcuts. 1.12 Pin a document to the Recent Documents list. 1.13 Repeat the last action. 1.14 Automate formatting with Format Painter. 1.15 Change line spacing in a document. 1.16 Reveal and compare formatting. 1.17 Apply numbering and bullets. 1.18 Define and insert custom numbers and bullets. 1.19 Define a multilevel list. 1.20 Insert paragraph borders and shading. 1.21 Sort text in paragraphs. 1.22 Set, clear, and move tabs on the Ruler and at the Tabs dialog box. 1.23 Cut, copy, and paste text in a document and between documents. 1.24 Use the paste option button and the paste special dialog box. 1.25 Change document views. 1.26 Change margins, page orientation, and paper size. 1.27 Insert, format, and remove page numbers. 1.28 Format pages at the Page Setup dialog box. 1.29 Insert section breaks.

	1.30 Create and format text in columns. 1.31 Balance columns on a page. 1.32 Hyphenate words automatically and manually. 1.33 Insert line numbers in a document. 1.34 Insert a page break, blank page, and cover page. 1.35 Control widows and orphans and keep text together on a page. 1.36 Use the Click and Type feature. 1.37 Vertically align text. 1.38 Insert symbols and special characters. 1.39 Insert a drop cap. 1.40 Insert special characters, hyphens, and nonbreaking spaces. 1.41 Insert the date and time.
Course Outcome 2	**Learning Objectives for Course Outcome 2**
Perform file management and printing tasks. Use techniques to navigate within a document.	2.1 Create and rename a folder. 2.2 Select, delete, copy, move, rename, and print documents. 2.3 Move a document from one folder to another. 2.4 Change dialog box views. 2.5 Display document properties. 2.6 Share documents by sending a document using e-mail. 2.7 Saving a document in a different format. 2.8 Create a document using a Word template. 2.9 Open, close, arrange, split, maximize, minimize, and restore documents. 2.10 Insert a file into an open document. 2.11 Print multiple copies of a document. 2.12 Create and print envelopes and labels. 2.13 Print specific pages or sections of a document. 2.14 Move within a document using scroll, browse, and go to. 2.15 Navigate in a document using bookmarks, hyperlinks, and cross-reference. 2.16 Insert hyperlinks to a location in the same document, to display different document, to link to a file in another program, to create a new document, or to link to an e-mail.
Course Outcome 3	**Learning Objectives for Course Outcome 3**
Add visual appeal using images, watermarks, shapes, text boxes, styles, themes, and other visual elements to enhance written communications.	3.1 Apply custom borders and shading. 3.2 Insert paragraph borders and shading. 3.3 Insert a watermark, page colour, and page border. 3.4 Insert, format, and customize pictures. 3.5 Insert, format, and customize 3-D images and icons. 3.6 Insert and customize pull quotes. 3.7 Create and format SmartArt diagrams. 3.8 Create and format SmartArt organizational charts. 3.9 Insert and format a screenshot. 3.10 Draw and format shapes. 3.11 Draw and format text boxes. 3.12 Link text boxes. 3.13 Select objects. 3.14 Apply character formatting including adjusting character

	spacing, kerning text, and applying a ligature and a number form. 3.15 Insert, format, and customize WordArt. 3.16 Apply styles from Quick Styles sets. 3.17 Change the Quick Styles set defaults. 3.18 Create and modify new styles. 3.19 Create and modify styles from existing formatting and existing styles. 3.20 Save and delete a custom Quick Styles set.
Course Outcome 4	**Learning Objectives for Course Outcome 4**
Organize content into tables, lists, and other structures that promote reader understanding.	4.1 Create, edit, and format a table. 4.2 Change the table design and layout. 4.3 Draw a table. 4.4 Insert an Excel spreadsheet. 4.5 Insert a Quick Table. 4.6 Sort text in a table. 4.7 Perform calculations on data in a table. 4.8 Create charts. 4.9 Change chart design. 4.10 Edit chart data. 4.11 Change chart layout and style. 4.12 Insert objects in charts. 4.13 Apply shapes and styles. 4.14 Position and size charts.
Course Outcome 5	**Learning Objectives for Course Outcome 5**
Create mail merge documents and sort data.	5.1 Create and merge letters, envelopes, labels, and directories. 5.2 Create custom fields for a merge. 5.3 Edit main documents and data source files. 5.4 Input text during a merge. 5.5 Merge with other data sources, such as an Excel worksheet. 5.6 Use the Mail Merge wizard to merge documents. 5.7 Sort text in paragraphs, columns, and tables. 5.8 Sort on more than one field. 5.9 Sort records in a data source file. 5.10 Select specific records in a data source file for merging.
Course Outcome 6	**Learning Objectives for Course Outcome 6**
Use software features to assist in the efficient and accurate preparation of complex documents, such as spell check, thesaurus, translation, etc.	6.1 Add and delete words from the AutoCorrect dialog box. 6.2 Insert symbols in the AutoCorrect dialog box. 6.3 Use the AutoCorrect Options button. 6.4 Customize the Quick Access toolbar. 6.5 Customize the Ribbon. 6.6 Customize Word options. 6.7 Complete a spelling and grammar check on text in a document. 6.8 Change spelling and grammar checking options. 6.9 Display readability statistics and word count. 6.10 Create a custom dictionary and change the default

	dictionary. 6.11 Display synonyms and antonyms for specific words using the Thesaurus. 6.12 Use the translation feature to translate words from English to other languages. 6.13 Research information from online sources. 6.14 Use find and replace for text and special characters.
Course Outcome 7	**Learning Objectives for Course Outcome 7**
Utilize software features that facilitate a collaborative work environment.	7.1 Insert, edit, and delete comments. 7.2 Track changes to a document and customize tracking. 7.3 Accept and reject revisions. 7.4 Compare documents. 7.5 Combine documents.
Course Outcome 8	**Learning Objectives for Course Outcome 8**
Utilize software features to apply advanced document formatting to customize documents to meet business needs.	8.1 Format envelopes according to current Canada Post regulations. 8.2 Insert and customize page numbering. 8.3 Insert and edit predesigned headers and footers. 8.4 Insert, format, edit, and remove headers and footers. 8.5 Create footnotes and endnotes. 8.6 Insert and modify sources and citations. 8.7 Insert, modify, and format bibliographies. 8.8 Create, insert, and update a table of contents. 8.9 Create, insert, and update a table of figures. 8.10 Create an index. 8.11 Mark entries for an index. 8.12 Insert an index. 8.13 Mark text for an index entry that spans a range of pages. 8.14 Mark an index entry as a cross-reference. 8.15 Create a concordance file. 8.16 Update and delete an index. 8.17 Design and fill in forms. 8.18 Create, protect, edit, and customize form templates. 8.19 Insert and customize text, picture, date picker, and drop-down list content controls. 8.20 Insert instructional text. 8.21 Insert text, check box, and drop-down list form fields. 8.22 Print a form and print only the data in a form. 8.23 Customize form field options.

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Capstone Projects	30%
Module Projects	35%
Module Training	35%

Date: June 23, 2023

Addendum: Please refer to the course outline addendum on the Learning Management System for further

information.