SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE: BUSINESS WORD PROCESSING

CODE NO. :   COM116   **SEMESTER:**   ONE

PROGRAM: OFFICE ADMINISTRATION
COMPUTERIZED BUSINESS SYSTEMS

AUTHOR: SHELLEY BOUSHEAR AND SHEREE WRIGHT

DATE: MAY 2001   **PREVIOUS OUTLINE DATED:**   FALL 2000

APPROVED:

_____   _____
                                      DEAN   **DATE**

TOTAL CREDITS: 4

PREREQUISITE(S):   NONE

HOURS/WEEK: 9

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I.　COURSE DESCRIPTION:

This course is designed to develop the student's skills in word processing and accurate document formatting. The course will provide the students with instruction in word processing applications as applied in the business environment.

II.　LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1.　Demonstrate proficiency in operating a common word processing software package to prepare standard business documents; format documents; and enhance the visual display and clarity of documents.

Potential Elements of the Performance:
- Open Microsoft Word, create, save, name, print, and close a Word document
- Edit, insert, move, scroll and select text in a document
- Apply bold, italic, and underlining formatting
- Change the font, adjust character spacing, animate text, turn on/off the display of nonprinting characters, and change the alignment of text in paragraphs
- Change spacing; automate formatting with Format Painter; indent text in paragraphs; create numbered and bulleted paragraphs
- Insert special symbols in a document; change line spacing; apply borders and shading to text
- Use the Help feature
- Set, clear, and move tabs on the ruler and at the Tabs dialog box
- Change the document view; change the top, bottom, left, and right margins; insert a hard page break; preview a document
- Vertically align text; and insert optional and nonbreaking hyphens
- Format text to newspaper columns
- Complete a spelling and grammar check; add words to and delete words from the AutoCorrect dialog box; and display synonyms and antonyms for specific words using the Thesaurus

This module will constitute 20% of the course grade.

2.　Perform file management tasks; and automate the formatting of documents such as find and replace, styles, templates, and outlining. Use the Table feature to create columns of data in a manner similar

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to a spreadsheet; and create Word tables to perform basic spreadsheet functions such as inserting values, totaling numbers, and inserting formulas.

<u>Potential Elements of the Performance</u>:
- Create a folder; copy, move, rename, delete, and print documents; move and copy blocks of text within a document; and move and copy blocks of text between documents
- Print special pages and multiple pages
- Print envelopes and labels
- Change paper size and orientation
- Create, format, edit, and delete a header or footer
- Insert page numbering
- Create a document using a Word template and a Wizard
- Apply styles to text in a document
- Display a document in Outline view; and assign headings in an outline; and collapse and expand an outline
- Create a table; enter and edit text within cells in a table; delete a table; format a table by adding borders and shading; change column width; aligning text within cells; insert and delete columns and rows; as well as merge and split cells
- Apply formatting to a table with one of Word's predesigned AutoFormats
- Create and format a table using buttons on the Tables and Borders toolbar
- Perform calculations on values in a table

This module will constitute 20% of the course grade.

3. Enhance the visual appeal of a document using clip art images, draw shapes and objects, and create text boxes using buttons on the Drawing toolbar

Potential Elements of the Performance:
- Insert, size, and move clip art images in a document; format clip art images using buttons on the Picture toolbar
- Create shapes, autoshapes, and text boxes using buttons on the Drawing toolbar
- Select, delete, move, copy, and size drawn objects
- Customize a drawn object by adding fill colour and shading, change the line colour and style, and add shadow and 3-D effects
- Create text with WordArt; size and move a WordArt text box; change the font and font size of WordArt text; and customize WordArt text with buttons on the WordArt and Drawing toolbars

This module will constitute 20% of the course grade.

4.   Create documents with added visual appeal and automatic formatting; create mail merge documents; generate a table of contents, index, and table of figures in the document; as well as record, run, and edit macros; and prepare forms

Potential Elements of the Performance:
- Add text to a document with the AutoText feature; and delete an AutoText entry
- Insert a nonbreaking space between words; turn on/off the widow/orphan control feature; and add a page border
- Find and replace special formatting, characters, and nonprinting elements
- Create, view, edit, move, copy, and delete footnotes and endnotes
- Insert bookmarks in a document
- Create a cross-reference in a document
- Format text into newspaper-style columns and create balanced columns
- Create a data source and main document using Mail Merge Helper; merge a data source with a main document to a new document; check the data source and main document for errors; and edit a data source
- Merge envelopes and mailing labels
- Input text during a merge
- Sort text in paragraphs, columns, tables and data sources; and sort on more than one field
- Specify a header row and select specific records
- Create, compile, and update a table of contents, an index, a table of figures, and a table of authorities

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- Record, run, edit, copy, delete, and rename macros
- Assign a macro to a keyboard command and a toolbar
- Apply, create, modify, rename, and delete a style
- Assign a shortcut key combination to a style
- Fill in a form document
- Print, edit, and customize a form
- Draw a table in a form template

This module will constitute 20% of the course grade.

5. Customize toolbars; and add visual appeal using clip art images, bitmap images, watermarks, drawing and aligning shapes, and presenting numerical data more visually in a chart

   Potential Elements of the Performance:
   - Add buttons to and remove buttons from a toolbar; move buttons on a toolbar; and reset buttons
   - Insert, size, and move clip art images in a document
   - Precisely size and position a clip art image
   - Create a watermark
   - Align and distribute graphic elements
   - Insert, size, and position bitmapped images
   - Perform calculations on data in a table
   - Import, modify, and create a worksheet in a table
   - Create a chart with data in a Word table
   - Move and size a chart; change the chart type; add chart elements; and import Excel worksheet data into a Word chart

   This learning outcome will constitute 20% of the course grade.

6. Product accurate, computer-generated documents by a specified deadline, by processing text and numeric information from a variety of sources.

   Potential Elements of the Performance:
   - Format business letters that contain the basic parts of a letter in block, modified block, and simplified block letter styles
   - Use mixed or open punctuation as required
   - Position and display reference initials, enclosure notation, copy, and blind copy notations on correspondence
   - Position attention lines and company names in correspondence
   - Position and display mail notations, reference lines, subject lines,

and postscript notations in correspondence
- Format envelopes according to current postal regulations
- Format memorandums with distribution lists and form paragraphs
- Format letters from form paragraphs
- Format letters with variables
- Format unbound, left-bound, and multiple-page reports with main headings, side headings, and references

This module is woven throughout the entire course.

III. TOPICS:

Note: These topics sometimes overlap several areas of skill development and are not necessarily intended to be explored in isolated learning units or in this order.

1. Creating, Printing and Editing Word Documents
2. Formatting Text and Using Help
3. Enhancing the Visual Display and Clarity of Documents
4. Working with Multiple Documents
5. Formatting Documents
6. Creating and Formatting Tables
7. Inserting Graphic Elements
8. Formatting with Special Features
9. Merging Documents and Sorting and Selecting Data
10. Creating Tables and Indexes
11. Recording, Running, and Editing Macros
12. Creating Fill-In Forms
13. Integrated Topic: Adding Visual Appeal to Documents

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Microsoft Word 2000, by Nita Rutkosky, published by EMCParadigm, 2000.

Three manila file folders (letter size)
Five 3 ½" high density disks
Three individual diskette pockets

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V. EVALUATION PROCESS/GRADING SYSTEM:

Two tests: students will be evaluated on their word processing and document formatting skills. Two tests will be administered based on projects that have been completed, marked, and returned. Two tests will be administered – Test 1 – 45%, Test 2 – 50%

95%

Projects: Completion of projects for word processing and document formatting. **5%**

The following semester grades will be assigned to students in post-secondary courses:

Grade	Definition	Grade Point Equivalent
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see *Policies & Procedures Manual - Deferred Grades and Make-up*).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.	

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VI.   SPECIAL NOTES:

Special Needs:
If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

Retention of course outlines:
It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism:
Students should refer to the definition of "academic dishonesty" in *Student Rights and Responsibilities*. Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course outline amendments:
The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

Students are expected to be present to write all tests during regularly scheduled classes.

In the event of a failed course grade, a supplementary test based on the semester's work will be administered to replace EITHER the lowest failed OR one missed test.

Each student will be required to keep a file in a designated classroom. This will facilitate the return of assignments, grades, and any messages the Office Administration faculty needs to relay to the students.

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A disk labeled with the student's name, professor's name, and the course name MUST be available with the assignment. At the professor's discretion, disks will be checked. Students are advised to maintain at LEAST one backup of all files. A lost or damaged diskette will not be an acceptable reason for a late or incomplete assignment.

It is expected that 100 percent of classroom work be completed and submitted on time. A late assignment with an attached Extension form will be accepted if submitted within 72 hours of the due date and time. Twenty-five percent will be deducted from late/incomplete assignments automatically. Failure to follow this procedure will result in a zero grade for the assignment.

All work must be labeled with the student's name and the project information on each page. All work must be submitted in a labeled folder complete with a plastic disk pocket.

During testing, the program's on-line help may be available. Tests will not be "open book." Students must ensure that they have the appropriate tools to do the test (i.e. diskettes, pencil, pen, etc.).

Test papers will be returned to the student after grading in order to permit verification of the results and to review the tests. However, the student will be required to return all test papers to the professor who will keep them on file for one year.

Producing accurate work is fundamental to this course. Marks will be deducted for inaccuracies.

Keyboarding proficiency is encouraged. Students who are unable to keyboard with a touch type technique are encouraged to use (or purchase) the *All the Right Type* typing tutor software located on the A-wing network and in The Learning Centre.

Regular attendance is expected so the professor can observe work and provide guidance as necessary.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

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VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.