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Course Name

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Code No.**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 using such features as find and replace, styles, templates, and outlining. Use the Table feature to create columns of

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

Potential Elements of the Performance:

- 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; assign headings in an outline; 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; 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, autosshapes, and text boxes using buttons on the Drawing toolbar
- Select, delete, move, copy, and size drawn objects
- Create diagrams and organization charts.
- Customize a drawn object by adding fill colour and shading, change the line colour and style, and add shadow and 3-D effects

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- 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
- Insert the date and time automatically
- Create, view, edit, move, copy, and delete footnotes and endnotes
- Insert bookmarks in a document
- Create a cross-reference in a document
- Summarize a document automatically and analyze a document with readability statistics
- Format text into newspaper-style columns and create balanced columns
- Create a merge using the Mail Merge Wizard
- Edit merge documents using the Mail Merge Wizard and the Mail Merge Wizard toolbar
- Prepare envelopes, mailing labels and a directory using the Mail Merge Wizard
- Input text during a merge
- Complete a merge using Outlook information as the data source
- 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
- 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

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- 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. Produce 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

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- Format unbound, left-bound, and multiple-page reports with main headings, side headings, and references
- Proofread documents for accuracy

*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. Editing and Formatting Word Documents
2. Formatting Characters and Using Help
3. Formatting Paragraphs
4. Formatting Documents
5. Maintaining Documents
6. Customizing Documents
7. Creating Tables and Charts
8. Enhancing Documents with Special Features
9. Merging Documents and Sorting and Selecting Data
10. Adding Visual Elements
11. Formatting with Macros and Styles
12. Sharing Data
13. Creating Specialized Tables and Indexes

### IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Specialist and Expert - Microsoft Word 2003, by Nita Rutkosky, published by EMCParadigm, 2004.

Proofreading – A Guide to Proofreading Techniques, Prepared for COM116, Office Administration Program.

One manila file folder (letter size)  
Memory stick/compact disk (cd r/w)  
Mouse pad  
Carrying/storage case  
Textbook holder/study stand

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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 completion of daily chapter exercises and assessments. Two tests will be administered – Test 1 –50%, Test 2 – 50%

**100%**

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

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	4.00
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50-59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field/clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

**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 E1101 or call Extension 2493 so that support services can be arranged for you.

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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.

Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. 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 demonstrate respect for others in the class. Classroom disturbances will be dealt with through an escalating procedure as follows:

- Verbal warning
- E-mail notification
- Meeting with the dean

It is expected that 100 percent of classroom work be completed as preparation for the tests. All work must be labeled with the student's name and the project information on each page. Students are responsible for maintaining back-ups of all completed files.



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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 will be administered at the end of the semester to those students who have attended 75 percent of classes and have completed all required course work. The mark achieved on the supplemental will replace the lowest failed test for the final grade calculation.

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 until the end of the next module. Any questions regarding the grading of individual tests must be brought to the professor’s attention within two weeks of the test paper being returned.

An appropriately labeled cd containing completed daily work MUST be available with the test if requested by the professor.

Proofreading 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 E-wing network and in The Learning Centre.

Regular attendance and participation is expected to ensure course information is communicated to all students. In-class observation of student work and guidance by the professor aids student success. Lectures will not be repeated in subsequent classes.

It is the student’s responsibility to be familiar with the course outline and department manual. Students are expected to check college email twice daily as a minimum.

## **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.