SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

SAULT COLLEGE

COURSE OUTLINE

COURSE TITLE: BUSINESS WORD PROCESSING

CODE NO. :	OAD111	**SEMESTER:**	ONE
		MODULE:	ONE
PROGRAM:	OFFICE ADMINISTRATION - EXECUTIVE ACCELERATED		
AUTHOR:	SHEREE WRIGHT		

DATE:	SEPT. 2010	**PREVIOUS OUTLINE DATED:**	Sept. 2009
APPROVED:	''Penny Perrier''		Aug.10
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	CHAIR		**DATE**

TOTAL CREDITS: 4

PREREQUISITE(S): NONE

HOURS/WEEK: 10 HOURS/7 WEEKS

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I. COURSE DESCRIPTION:

This course is designed to develop the student's 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.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Operate a popular word processing software package to prepare and format standard business documents and utilize the software's formatting features to 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
   - Exit Word and Windows
   - Scroll within a document
   - Edit, insert, move, and select text in a document
   - Use the Undo and Redo buttons
   - Change fonts and font effects
   - Format selected text with buttons on the Mini toolbar
   - Change the alignment of text in paragraphs
   - Indent text in paragraphs
   - Increase and decrease spacing before and after paragraphs
   - Repeat the last action
   - Automate formatting with Format Painter
   - Change line spacing in a document
   - Reveal and compare formatting
   - Set, clear, and move tabs on the Ruler and at the Tabs dialog box
   - Cut, copy, and paste text in a document
   - Copy and paste text between documents
   - Change document views
   - Change margins, page orientation, and paper size
   - Insert, format, and remove page numbers
   - Format pages at the Page Setup dialog box
   - Insert section breaks
   - Create and format text in columns

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- Hyphenate words automatically and manually
- Insert line numbers in a document
- Insert a page break, blank page, and cover page
- Control widows and orphans and keep text together on a page
- Use the Click and Type feature
- Vertically align text
- Insert symbols and special characters
- Insert a drop cap
- Insert special characters, hyphens, and nonbreaking spaces
- Insert the date and time

2.   Perform file management and printing tasks. Use techniques to navigate within a document.

     Potential Elements of the Performance:
     - Create and rename a folder
     - Select, delete, copy, move, rename, and print documents
     - Move a document from one folder into another
     - Create a document using a Word template
     - Open, close, arrange, split, maximize, minimize, and restore documents
     - Insert a file into an open document
     - Print multiple copies of a document
     - Create and print envelopes and labels
     - Print specific pages or sections of a document
     - Navigate in a document using Document Map, Thumbnails, bookmarks, hyperlinks, and cross-references
     - Insert hyperlinks to a location in the same document, a different document, and a file in another program

3.   Add visual appeal using clip art images, watermarks, shapes, text boxes, styles, themes, and other visual elements to enhance written communications.

     Potential Elements of the Performance:
     - Apply custom borders and shading
     - Insert paragraph borders and shading
     - Insert a watermark, page colour, and page border
     - Insert, format, and customize pictures
     - Insert, format, and customize clip art images
     - Insert and customize pull quotes
     - Create and format SmartArt diagrams

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Course Name   Code No.

- Create and format SmartArt organizational charts
- Draw and format shapes
- Draw and format text boxes
- Link text boxes
- Select objects
- Insert, format, and customize WordArt
- Apply styles from Quick Styles sets
- Change the Quick Styles set defaults
- Create and modify new styles
- Create and modify styles from existing formatting and existing styles
- Save and delete a custom Quick Styles set
- Apply and customize themes
- Create custom theme colours and theme fonts and apply theme effects
- Save a custom theme
- Apply, edit, and delete custom themes
- Reset to the template theme

4. Organize content into tables, lists, and other structures that promote reader understanding.

Potential Elements of the Performance:
- Create, edit, and format a table
- Change the table design and layout
- Draw a table
- Insert a Quick Table
- Sort text in a table
- Perform calculations on data in a table
- Create charts
- Change chart design
- Edit chart data
- Change chart layout and style
- Insert objects in charts
- Apply shapes and styles
- Position and size charts
- Display a document in Outline view
- Assign levels in an outline
- Collapse and expand outline headings

5.   Create mail merge documents and sort data.

Potential Elements of the Performance:
- Create and merge letters, envelopes, labels, and directories
- Create custom fields for a merge
- Edit main documents and data source files
- Input text during a merge
- Use the Mail Merge wizard to merge documents
- Sort text in paragraphs, columns, and tables
- Sort on more than one field
- Sort records in a data source file
- Select specific records in a data source file for merging

6.   Use software features to assist in the efficient and accurate creation of documents, including Help, AutoCorrect, spell check, Thesaurus, translation, etc.
- Add words and delete words from the AutoCorrect dialog box
- Insert symbols in the AutoCorrect dialog box
- Use the AutoCorrect Options button
- Customize the Quick Access toolbar
- Customize Word options
- Complete a spelling and grammar check on text in a document
- Create a custom dictionary and change the default dictionary
- Display synonyms and antonyms for specific words using the Thesaurus
- Display document word, paragraph, and character counts
- Use the translation feature to translate words from English to other languages
- Search for and request information from online sources
- Use the Help feature
- Use find and replace for text and special characters

7.   Utilize software features that facilitate a collaborative work environment.

Potential Elements of the Performance:
- Insert, edit, and delete comments
- Track changes to a document and customize tracking
- Compare documents
- Combine documents

8.   Utilize software features to prepare and format letters, memos, reports, and forms by a specified deadline, by processing text and numeric information from a variety of sources.

Potential Elements of the Performance:
- Format business letters using the block style
- Use mixed or open punctuation as required
- Position and display reference initials, enclosure, and copy notations on correspondence
- Position and display inside address information, mail notations, subject lines, and postscript notations on correspondence
- Format envelopes according to current postal regulations
- Format memorandums
- Format unbound, left-bound, and multiple-page reports with main headings, side headings, and references
- Insert and edit predesigned headers and footers
- Insert, format, edit, and remove headers and footers
- Create footnotes and endnotes
- Insert and modify sources and citations
- Insert, modify, and format bibliographies
- Create an index
- Mark entries for an index
- Insert an index
- Mark text for an index entry that spans a range of pages
- Mark an index entry as a cross-reference
- Create a concordance file
- Update and delete an index
- Create, insert, and update a table of contents
- Create, insert, and update a table of figures
- Insert content controls
- Design a form and create a form template
- Insert text, picture, and date drop-down content controls
- Insert instructional text
- Customize content controls
- Protect, print, edit, and customize a template form
- Fill in a form
- Insert a text form field and a check box form field
- Print a form and print only the data in a form
- Customize form field options
- Create a drop-down form field
- Customize a check box and text form field

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 Documents
2.   Formatting Characters
3.   Aligning and Indenting Paragraphs
4.   Customizing Paragraphs
5.   Proofing Documents
6.   Formatting Pages
7.   Customizing Page Formatting
8.   Inserting Elements and Navigating in a Document
9.   Maintaining Documents
10.   Managing and Printing Documents
11.   Inserting Images
12.   Inserting Shapes and WordArt
13.   Creating Tables
14.   Enhancing Tables
15.   Creating Charts
16.   Merging Documents
17.   Sorting and Selecting
18.   Managing Lists
19.   Managing Page Numbers, Headers, and Footers
20.   Managing Shared Documents
21.   Customizing AutoCorrect and Word Options
22.   Customizing Themes
23.   Formatting with Styles
24.   Inserting Endnotes, Footnotes, and References
25.   Creating Indexes
26.   Creating Specialized Tables
27.   Creating Forms
28.   Creating Forms with Legacy Tools

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Course Name   Code No.

IV.   REQUIRED RESOURCES/TEXTS/MATERIALS:

Microsoft Word 2007 – Windows XP Edition, Signature Series, by Nita Rutkosky and Audrey Rutkosky Roggenkamp, published by Paradigm Publishing, 2008.

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

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:

Grade	Definition	Grade Point Equivalent
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.	

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Course Name   Code No.

VI.   SPECIAL NOTES:

<u>Attendance</u>
Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

It is the student's responsibility to be familiar with the course outline and *Office Administration – Executive Student Manual*. These documents provide classroom policies that must be followed.

Students are expected to check college e-mail twice daily as a minimum to ensure timely communication of course information.

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. A study partner/group is invaluable for notes in the event of an unavoidable absence but must not be depended upon for frequent absences.

Students are expected to demonstrate respect for others in the class.

Classroom disturbances will be dealt with through an escalating procedure as follows:

- One verbal warning from professor
- One e-mail notification from professor
- Meeting with the dean which may result in suspension or expulsion

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

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Course Name   Code No.

Keyboarding proficiency is an integral component of the Office Administration – Executive program. Students who are unable to keyboard with touch type techniques should be practising their skills on a daily basis. *All the Right Type* typing tutor software is located in the E-wing computer labs and in the Learning Centre. Visit http://www.ingenuityworks.com/ for more information on purchasing All the Right Type for home use.

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. If required, work must be submitted in a labeled folder complete with a plastic CD pocket. The college network drive (S:\MyDocuments) should be used as the primary workspace. Students are responsible for maintaining back-ups of all completed files using either a memory stick (USB) or CD.

Students are expected to be present to write all tests during regularly scheduled classes. During tests, students are expected to keep their eyes on their own work. Academic dishonesty will result in a grade of zero (0) on the test for all involved parties. A missed test will receive a zero (0) grade.

Tests will not be "open book." Students must ensure that they have the appropriate tools to do the test. One 3"x5" index card (double-sided) can be utilized during the test as a memory aid for this course.

Test papers may be returned to the student after grading in order to permit verification of the results and to review the tests. However, the student must return all test papers to the professor who will keep them on file for two weeks after the semester finish date. Any questions regarding the grading of individual tests must be brought to the professor's attention within two weeks of the date test papers are returned in class.

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 the course work. The mark achieved on the supplemental will replace the lowest failed test for the final grade calculation. An appropriately labeled USB/CD containing completed daily work MUST be available with the test if requested by the professor.

VII.   COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.