



COURSE OUTLINE

OAD115

Prepared: Sheree Wright and Amy Peltonen Approved: Sherri Smith

Course Code: Title	OAD115: BUSINESS WORD PROCESSING						
Program Number: Name	2086: OFFICE ADMIN-EXEC						
Department:	OFFICE ADMINISTRATION						
Semester/Term:	17F						
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.						
Total Credits:	5						
Hours/Week:	10						
Total Hours:	70						
Substitutes:	OAD111						
This course is a pre-requisite for:	OAD125, OAD127, OAD209, OAD302						
Vocational Learning Outcomes (VLO's):	<p>#3. Coordinate the collection, analysis, distribution and response to communications in the workplace to facilitate the flow of information.</p> <p>#7. Prepare and produce a variety of business documents using available technologies and applying industry standards.</p>						
<small>Please refer to program web page for a complete listing of program outcomes where applicable.</small>							
Essential Employability Skills (EES):	<p>#6. Locate, select, organize, and document information using appropriate technology and information systems.</p> <p>#10. Manage the use of time and other resources to complete projects.</p> <p>#11. Take responsibility for ones own actions, decisions, and consequences.</p>						
Course Evaluation:	Passing Grade: 50%, D						
Evaluation Process and Grading System:	<table border="1"> <thead> <tr> <th>Evaluation Type</th> <th>Evaluation Weight</th> </tr> </thead> <tbody> <tr> <td>Test</td> <td>50%</td> </tr> <tr> <td>Test 2</td> <td>50%</td> </tr> </tbody> </table>	Evaluation Type	Evaluation Weight	Test	50%	Test 2	50%
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Books and Required Resources:

Microsoft Word 2010 (Signature Series) by Nita Rutkosky and Audrey Rutkosky Roggenkamp
Publisher: Paradigm Publishing
ISBN: 978-0-76384-294-9
ISBN 978-0-76384-295-6 (text and CD)

Course Outcomes and Learning Objectives:

Course Outcome 1.

Utilize information processing software, i.e., word processing software, to prepare and format standard business documents and utilize the software's formatting features to enhance the visual display and clarity of documents.

Learning Objectives 1.

- Open Microsoft Word, create, save, name, print, and close a Word document
- Exit Word and Windows
- Edit, insert, move, and select text in a document
- Use the Undo and Redo buttons
- Change fonts, typestyles, font effects
- Format selected text with buttons on the Mini toolbar
- Turn on the display of nonprinting characters
- Change the alignment of text in paragraphs
- Indent text in paragraphs
- Increase and decrease spacing before and after paragraphs
- Use the new line command, as well as keyboard shortcuts
- Pin a document to the Recent Documents list
- Repeat the last action
- Automate formatting with Format Painter
- Change line spacing in a document
- Reveal and compare formatting
- Apply numbering and bullets
- Define and insert custom numbers and bullets
- Define a multilevel list
- Insert paragraph borders and shading
- Sort text in paragraphs
- Set, clear, and move tabs on the Ruler and at the Tabs dialog box
- Cut, copy, and paste text in a document and between documents
- Use the paste option button and the paste special dialog box
- Change document views



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- 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
- Balance columns on a page
- 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

Course Outcome 2.

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

Learning Objectives 2.

- Create and rename a folder
- Select, delete, copy, move, rename, and print documents
- Move a document from one folder into another
- Change dialog box views
- Display document properties
- Share documents by sending a document using e-mail
- Saving a document in a different format
- 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
- Move within a document using scroll, browse, and go to
- Navigate in a document using Document Map, Thumbnails, bookmarks, hyperlinks, and cross-references



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- Insert hyperlinks to link to a location in the same document, to display a different document, to link to a file in another program, to create a new document, or to link to an e-mail address

Course Outcome 3.

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

Learning Objectives 3.

- 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
- Create and format SmartArt organizational charts
- Insert and format a screenshot
- Draw and format shapes
- Draw and format text boxes
- Link text boxes
- Select objects
- Apply character formatting including adjusting character spacing, kerning text, and applying a ligature and a number form
- 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

Course Outcome 4.

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



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Learning Objectives 4.

- Create, edit, and format a table
- Change the table design and layout
- Draw a table
- Insert an Excel spreadsheet
- 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

Course Outcome 5.

Create mail merge documents and sort data.

Learning Objectives 5.

- 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
- Merge with other data sources including a Word table, Excel worksheet, Access database table, and Outlook contact list
 - 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

Course Outcome 6.



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Use software features to assist in the efficient and accurate preparation of complex documents, including Help, AutoCorrect, spell check, Thesaurus, translation, etc.

Learning Objectives 6.

- Add 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 the Ribbon
- Customize Word options
- Complete a spelling and grammar check on text in a document
- Change spelling and grammar checking options
- Display readability statistics and word count
- Create a custom dictionary and change the default dictionary
- Display synonyms and antonyms for specific words using the Thesaurus
- Use the translation feature to translate words from English to other languages
- Research information from online sources
- Use the Help feature
- Use find and replace for text and special characters

Course Outcome 7.

Utilize software features that facilitate a collaborative work environment.

Learning Objectives 7.

- Insert, edit, and delete comments
- Track changes to a document and customize tracking
- Accept and reject revisions
- Compare documents
- Combine documents

Course Outcome 8.

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



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Learning Objectives 8.

- Format business letters using the block style
- Use mixed or open punctuation as required
- Position and display reference initials and 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 Canada Post regulations
- Format memorandums
- Format unbound, left-bound, and multiple-page reports with main headings, side headings, and references
- Insert and customize page numbering
- 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
- Design and fill in forms
- Create, protect, edit, and customize form templates
- Insert and customize text, picture, date picker, and drop-down list content controls
- Insert instructional text
- Insert text, check box, and drop-down list form fields
- Print a form and print only the data in a form
- Customize form field options

Date:

Wednesday, August 30, 2017

Please refer to the course outline addendum on the Learning Management System for further information.



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