COURSE OUTLINE: OAD0115 - BUSINESS WORD PROC

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Course Code: Title	OAD0115: BUSINESS WORD PROCESSING
Program Number: Name	1120: COMMUNITY INTEGRATN
Department:	C.I.C.E.
Semesters/Terms:	20F
Course Description:	This course is designed to develop the CICE students, with the assistance of a Learning Specialist, 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:	9
Total Hours:	63
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
This course is a pre-requisite for:	OAD0125
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:	Paradigm Cirrus: Benchmark Series, Microsoft Word for Office 365, 2019 Edition Publisher: Paradigm Publishing
Course Outcomes and	Upon successful completion of this course, the CICE student, with the assistance of a Learning

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Learning Objectives:

Specialist will acquire varying levels of skill development relevant to the following learning outcomes:

Course Outcome 1	Learning Objectives for Course Outcome 1
1. Utilize information processing software, i.e., 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 buttong 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

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Course Outcome 2	Learning Objectives for Course Outcome 2
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 Document Map, Thumbnails, 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**
3. Add visual appeal using clip art 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 clip art images 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**
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

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	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**
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 including a Word table, Excel worksheet, Access database table, and Outlook contact list 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**
6. Use software features to assist in the efficient and accurate preparation of complex documents, including Help, AutoCorrect, 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 the Help feature 6.15 Use find and replace for text and special characters
Course Outcome 7	**Learning Objectives for Course Outcome 7**
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

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Course Outcome 8	Learning Objectives for Course Outcome 8
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.	8.1 Format business letters using the block style 8.2 Use mixed or open punctuation as required 8.3 Position and display reference initials and enclosure, and copy notations on correspondence 8.4 Position and display inside address information, mail notations, subject lines, and postscript notations on correspondence 8.5 Format envelopes according to current Canada Post regulations 8.6 Format memorandums 8.7 Format unbound, left-bound, and multiple-page reports with main headings, side headings, and references 8.8 Insert and customize page numbering 8.9 Insert and edit predesigned headers and footers 8.10 Insert, format, edit, and remove headers and footers 8.11 Create footnotes and endnotes 8.12 Insert and modify sources and citations 8.13 Insert, modify, and format bibliographies 8.14 Create an index 8.15 Mark entries for an index 8.16 Insert an index 8.17 Mark text for an index entry that spans a range of pages 8.18 Mark an index entry as a cross-reference 8.19 Create a concordance file 8.20 Update and delete an index 8.21 Create, insert, and update a table of contents 8.22 Create, insert, and update a table of figures 8.23 Design and fill in forms 8.24 Create, protect, edit, and customize form templates 8.25 Insert and customize text, picture, date picker, and drop-down list content controls 8.26 Insert instructional text 8.27 Insert text, check box, and drop-down list form fields 8.28 Print a form and print only the data in a form 8.29 Customize form field options

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Assignments	40%
Test 1	30%
Test 2	30%

CICE Modifications:

Preparation and Participation

1. A Learning Specialist will attend class with the student(s) to assist with inclusion in the class and to take notes.
2. Students will receive support in and outside of the classroom (i.e. tutoring, assistance with homework and assignments, preparation for exams, tests and quizzes.)
3. Study notes will be geared to test content and style which will match with modified learning outcomes.

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4. Although the Learning Specialist may not attend all classes with the student(s), support will always be available. When the Learning Specialist does attend classes he/she will remain as inconspicuous as possible.

A. Further modifications may be required as needed as the semester progresses based on individual student(s) abilities and must be discussed with and agreed upon by the instructor.

B. Tests may be modified in the following ways:

1. Tests, which require essay answers, may be modified to short answers.
2. Short answer questions may be changed to multiple choice or the question may be simplified so the answer will reflect a basic understanding.
3. Tests, which use fill in the blank format, may be modified to include a few choices for each question, or a list of choices for all questions. This will allow the student to match or use visual clues.
4. Tests in the T/F or multiple choice format may be modified by rewording or clarifying statements into layman's or simplified terms. Multiple choice questions may have a reduced number of choices.

C. Tests will be written in CICE office with assistance from a Learning Specialist.

The Learning Specialist may:

1. Read the test question to the student.
2. Paraphrase the test question without revealing any key words or definitions.
3. Transcribe the student's verbal answer.
4. Test length may be reduced and time allowed to complete test may be increased.

D. Assignments may be modified in the following ways:

1. Assignments may be modified by reducing the amount of information required while maintaining general concepts.
2. Some assignments may be eliminated depending on the number of assignments required in the particular course.

The Learning Specialist may:

1. Use a question/answer format instead of essay/research format
2. Propose a reduction in the number of references required for an assignment
3. Assist with groups to ensure that student comprehends his/her role within the group
4. Require an extension on due dates due to the fact that some students may require additional time to process information
5. Formally summarize articles and assigned readings to isolate main points for the student
6. Use questioning techniques and paraphrasing to assist in student comprehension of an assignment

E. Evaluation:

Is reflective of modified learning outcomes.

NOTE: Due to the possibility of documented medical issues, CICE students may require alternate methods of evaluation to be able to acquire and demonstrate the modified learning

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	outcomes
Date:	September 10, 2020
Addendum:	Please refer to the course outline addendum on the Learning Management System for further information.

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