SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

SAULT
COLLEGE

CICE COURSE OUTLINE

COURSE TITLE:	Business Word Processing
CODE NO. :	OAD115 **SEMESTER:** Fall
MODIFIED CODE:	OAD0115
PROGRAM:	Office Administration – Executive (Accelerated)
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MODIFIED BY:	Amanda Formolo, Learning Specialist CICE Program
DATE:	Sept/2016 **PREVIOUS OUTLINE DATED:** 2015
APPROVED:	"Angelique Lemay" Sept/16
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	DEAN **DATE**
TOTAL CREDITS:	Five
PREREQUISITE(S):	None
HOURS/WEEK:	10 hrs week/7 weeks

I.   COURSE DESCRIPTION:

CICE students with assistance from a learning specialist will acquire word processing and document formatting skills. The CICE student will generate a wide variety of accurate business documents using efficient word processing techniques.

II.   LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the CICE student along with the assistance of a Learning Specialist, will demonstrate the basic 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 at a basic level.

       Potential Elements of the Performance:
       - 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
       - 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

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

   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
   - 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
   - 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

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

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
- 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

4. Organize content into tables, lists, and other structures that promote reader understanding at a basic level.

Potential Elements of the Performance:
- 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

5. Create mail merge documents and sort data at a basic level.

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
- 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

6. Use software features to assist in the efficient and accurate creation of documents, including Help, AutoCorrect, spell check, Thesaurus, translation, etc. at a basic level.

Potential Elements of the Performance:
- 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

7. Utilize software features that facilitate a collaborative work environment at a basic level.

Potential Elements of the Performance:
- Insert, edit, and delete comments
- Track changes to a document and customize tracking
- Accept and reject revisions
- 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 at a basic level.

Potential Elements of the Performance:
- 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

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.   Creating and Managing Styles
23.   Inserting Endnotes, Footnotes, and References
24.   Creating Indexes
25.   Creating Specialized Tables
26.   Creating Forms

IV.   REQUIRED RESOURCES/TEXTS/MATERIALS:

Microsoft Word 2010, Signature Series, by Nita Rutkosky and Audrey Rutkosky Roggenkamp, published by Paradigm Publishing, 2011.

Memory stick (USB)
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 – <u>50%</u>
      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.	

If a faculty member determines that a student is at risk of not being academically successful, the faculty member may confidentially provide that student's name to Student Services in an effort to help with the student's success. Students wishing to restrict the sharing of such information should make their wishes known to the coordinator or faculty member.

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 outline classroom policies that must be followed.

By considering the college environment as their workplace for the duration of the program, students will have a standard of performance to meet and will practice the day-to-day skills required to be successful in the work world.

These skills include:
- arriving and leaving class on time
- calling in/e-mailing when not in attendance
- checking college e-mail twice daily as a minimum
- following classroom rules and procedures
- demonstrating appropriate manners and etiquette
- listening attentively when the class is being addressed
- demonstrating respect for others at all times
- focusing on the work at hand
- organizing paperwork and keeping track of deadlines
- producing accurate, mailable documents
- being responsible for your own work

Failure to follow program policies will be dealt with through an escalating procedure as follows:

- One verbal warning from professor
- One e-mail notification from professor
- Removal from the classroom and meeting with professor
- Meeting with the dean which may result in suspension or expulsion from the course/program

The Student Code of Conduct (found on the portal) provides guidelines and disciplinary procedures for the college community. Academic dishonesty as defined in the Student Code of Conduct will result in a zero grade for all involved parties.

Keyboarding proficiency is an integral component of the Office Administration – Executive program. Students who are unable to keyboard with touch type techniques should practice 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.

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.

It is expected that 100 percent of classroom work be completed as preparation for the tests. The college network (S:/My Documents) 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.

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

A late assignment 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.

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

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

Students are expected to be present to write all tests during regularly scheduled classes. Students must ensure that they have the appropriate tools on hand to do the test.

Test papers may be returned to the student after grading to permit review of 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.

For those students who have

- attended 75 percent of classes
- completed all required course work
- failed the course or missed one test

a supplementary test will be administered at the end of the module. The mark achieved on the supplemental will replace the lowest test for the final grade calculation.

In exceptional circumstances, the department will review the application of this policy on an individual basis. Supporting documentation may be required.

VII.   COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located in D2L and on the portal form part of this course outline.

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.

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.
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. 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.

B. 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.

C. 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

D. Evaluation:

Is reflective of modified learning outcomes.