GPRC

Department of Business and Office Administration

COURSE OUTLINE – Fall 2021
OA 1065 EC WORD LEVEL I 3 (3-0-1.5) 67.5 HOURS 15 weeks

Grande Prairie Regional College respectfully acknowledges that we are located on Treaty 8 territory, the traditional homeland and gathering place for many diverse Indigenous peoples. We are honored to be on the ancestral lands of the Cree, Dene/Beaver and Métis, whose histories, languages, and cultures continue to influence our vibrant community. We are grateful to have the opportunity to work, learn, and live on this land

Instructor	Cara Leaf	**Phone**	539-2879(office)
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Contact Hours	T/Th 11:30-1:00 OR by appointment		

CALENDAR DESCRIPTION:

This course focuses on the core skills necessary for production of professional business documents. Students will learn Word core level skills including: creating, printing, and editing documents, formatting characters, paragraphs, documents and sections; maintaining documents; writing tools; manipulating tabs and text within documents; merging; and special format characters.

PREREQUISITE(S)/COREQUISITE:

NONE

REQUIRED TEXT AND MATERIALS

Benchmark Series Microsoft Word 365 Levels 1 by Rutkosky/Roggenkamp/Rutkosky, ©
    Paradigm Publishing, LLC (textbook and ebook or just ebook)

GPRC Office Administration Formatting Guide (in house)

Cirrus Training and Assessment account

Reliable Internet

SOFTWARE & NETWORK REQUIREMENTS

The following are required to participate in this course:

Web Browser: Google Chrome (with auto updates enabled)

Microsoft Office 2019/365 (free student download for GPRC students)

Internet: DSL, Cable or LTE wireless internet – 1.5 Mbps upload, 1.5 Mbps download

MINIMUM DEVICE REQUIREMENTS

Note: Students may experience some issues using Chromebooks with some applications. Please discuss issues with your instructor.

DELIVERY MODE(S): GPRC online delivery; This type of course will be offered online. There are no set class times and students attend asynchronously. Students must have a computer with a webcam and reliable internet connection. Technological support is available through helpdesk@gprc.ab.ca

COURSE OBJECTIVES:

The course will teach students to:
- Create and edit memos, letters, flyers, announcements, and reports of varying complexity.
- Apply appropriate formatting elements and styles to a range of document types.
- Add graphics and other visual elements to enhance written communication.
- Plan, research, write, and revise documents to meet specific needs.
- Use MS Word to produce finished documents in accordance with business standards for timely completion, correctness of content and format, professional appearance and creativity.
- Evaluate and judge the correctness, completeness and effectiveness of the documents created before submitting for grades
- Accept responsibility for completing all assessments (graded or not) as well as backup routines and preventive maintenance routines
- Maintain organization by creating and maintaining an electronic file system that stores documents in folders named to display organization. A good system will enable document recovery within 30 seconds.
- Consistently code documents with the file name and path in the footer of each document
- Accept that unexpected problems will arise from the use of computers and endeavor to resolve those problems in a professional manner.
- Exhibit ethical behavior with respect to copyright on software, confidentiality, privacy of documents on screen and sharing of files and information.

LEARNING OUTCOMES:

After successfully completing a course, students will be able to

Chapter 1: Preparing a Word Document

Upon successful completion of Chapter 1, you will be able to:

- Open Microsoft Word
- Create, save, name, print, and close a Word document
- Create a new document
- Open a saved document
- Save a document with Save As
- Close Word
- Edit a document
- Moving the insertion point to a specific line or page
- Moving the insertion point with the keyboard
- Resuming reading or editing in a document
- Select text in a document
- Use the Undo and Redo buttons
- Use the Help feature

Chapter 2: Formatting Characters and Paragraphs

Upon successful completion of Chapter 2, you will be able to:

- Apply font formatting
- Choose a typestyle
- Choose a font effect
- Apply styles from style sets
- Apply Themes
- Customize styles and themes
- Change alignment
- Indent text paragraphs
- Increase and decrease spacing before and after paragraphs
- Repeat the last action
- Automate formatting with Format Painter
- Change line spacing
- Reveal formatting
- Compare formatting

Chapter 3 Customizing Paragraphs

Upon successful completion of Chapter 3, you will be able to:

- Apply numbers and bullets
- Create numbered lists

- Create bulleted lists
- Insert paragraph borders and shading
- Sort paragraph text
- Set, delete, and move tabs on the horizontal ruler and at the Tabs dialog box
- Delete, cut, copy, and paste text within a document
- Copy and paste text between documents

Chapter 4 Formatting Pages and Documents

Upon successful completion of Chapter 4, you will be able to:

- Change margins, page orientation and paper size
- Format pages at the Page Setup dialog box
- Insert page break, blank pages, and cover page
- Insert and remove page numbers

- Insert and edit predesigned headers and footers
- Insert Watermarks, page background color, and page border
- Insert section breaks
- Create and format text in columns
- Hyphenate words automatically and manually
- Create a drop cap
- Use click and type feature
- Vertically align text
- Find and replace text

Chapter 5 Applying Formatting and Inserting Objects

Upon successful completion of Chapter 5, you will be able to:

1. Insert symbols, special characters, and the date and time
2. Insert, format, and customize images, text boxes, shapes, and WordArt
3. Inset and customize screenshots
4. Insert, format, and modify a SmartArt graphic

Chapter 6 Maintaining Documents

Upon successful completion of Chapter 6, you will be able to:

- Maintain Documents
- Use print screen
- Create a folder
- Rename a folder
- Select documents
- Delete documents
- Copy and move documents
- Rename documents
- Delate a folder
- Open multiple documents
- Change dialogue box view
- Save in a different format
- Work with Windows
- Arrange windows
- Maximize, restore, and Minimize documents
- Spit a window
- View documents side by side

- Open a new window
- Insert a file
- Preview and print
- Preview pages
- Print specific text and pages
- Create and print envelopes
- Create and print labels
- Create mailing labels with different names and addresses
- Change label options
- Create mailing labels with the same name and address
- Create mailing labels with an image
- Create a document using a template

Chapter 7 Creating Tables

Upon successful completion of Chapter 7, you will be able to:

- Create a table
- Enter text in a cell
- Move the insertion point within a table
- Use the insert table dialog box
- Change a table design
- Select cells in a table with a Mouse or Keyboard
- Change the table layout
- Select with the select button
- View gridlines
- Insert and delete rows and columns
- Merge and split cells and tables
- Customize cell size
- Change cell alignment
- Repeat a header row
- Change cell margin measurements
- Change cell direction
- Change table alignment and dimensions
- Change table size with the resize handle
- Move a table
- Convert text to a table and a table to text
- Draw a table
- Insert quick table
- Perform calculations in a table
- Insert an Excel spreadsheet
- Create SmartArt
- Insert and format a SmartArt graphic
- Arrange and move a SmartArt graphic

- Create an organizational chart with SmartArt

Chapter 8 Merging Documents

Upon successful completion of Chapter 8, you will be able to:

- Create and merge a main document and a data source file
- Merge files to create envelopes, labels, and directories
- Edit main documents and data source files
- Insert additional fields
- Merge a main document with other data sources
- Use the Mail Merge wizard to merge documents

- Create and edit memos, letters, flyers, announcements, and reports of varying complexity
- Apply appropriate formatting elements and styles to a range of document types
- Add graphics and other visual elements to enhance written communication
- Plan, research, write, revise, and publish documents to meet specific information needs
- Given a workplace scenario requiring a written solution, assess the communication purpose and then prepare the materials that achieve the goal efficiently and effectively

Business Document Formatting

Upon successful completion of the course, students will be able to correctly format, from rough draft and under a timed deadline, business documents including:

- Interoffice Memorandum
- Full Block and Semi-Block Letters
- Envelopes
- Labels
- Tables
- Merged Business documents

COURSE POLICY

Assignments are due on the dates set by instructor. Late assignments **will not be** accepted.

- Assignments are to be submitted in the cirrus program or in your MyClasses course space, and/or uploaded to the chapter submission assignment link on the due date
- Examinations will be completed on the due date, and the final exam, during the final exam time. **No make ups for missed exams**.
- All email correspondence must be sent from your GPRC student email account and must be professionally formatted (i.e., subject line filled in, proper greeting, spelling, and grammar check, etc..). Emails that do not follow the above requirements will not be responded to.
- Photographing and/or recording course content is strictly prohibited.

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page http://www.transferalberta.ca.

** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability

EVALUATIONS: Assignments and testing materials are practical and are hands on work that is expected to be completed on time.

ASSIGNMENTS:	
Guided Practice & Knowledge Check	Credit
Weekly Chapter Cirrus Exercises	10%
Weekly Chapter Assessments (project & skill check exams)	20%
TEST & QUIZZES	
Unit 1 Test	20%
Unit 2 Test	20%
FINAL EXAM	30%
TOTAL	100%

In order to receive credit for Business Administration and Office Administration first year courses, you must achieve 50 percent on the final examination or final project, and a course composite grade of at least D (50%).

GRADING CRITERIA:

Grades will be assigned on the Letter Grading System. Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

STUDENT RESPONSIBILITIES:

All Academic and Administrative policies are available at
https://www.gprc.ab.ca/about/administration/policies/

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at http://www.gprc.ab.ca/programs/calendar/

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Content	Requirements Due

Week 1	⌨ Carefully Read to Understand:
	    o Course Introduction
	    o Course Outline
	    o Course Schedule
	    o Assessment Types
	    o Microsoft 365 Download
	    o Log into Cirrus
	    o Creating a Word folder
		Get to know our Bright Space course page
		⌨ Create an account for our Cirrus Course Page
		⌨ Download your free version of Office 365 from your MyGPRC account
		⌨ Create a Word Folder on a computer drive

Week 2	**UNIT 1 EDITING AND FORMATTING DOCUMENTS** ⌨ CHAPTER 1 – PREPARING A WORD DOCUMENT	⌨ CHAPTER 1 CHAPTER ACTIVITIES: L1C1 Activity Guide Practice 1-6 L1C1 Knowledge Check L1 C1 Exercise 1 & 2 L1 C1 Project Exam L1 C1 Skills Check Exam
Week 3	⌨ CHAPTER 2 – FORMATTING CHARACTERS AND PARAGRAPHS	⌨ CHAPTER 2 CHAPTER ACTIVITIES L1C2 Activity Guide Practice 1-4 L1C2 Knowledge Check L1 C2 Exercise 1, 2, 3 L1 C2 Project Exam L1 C2 Skills Check Exam
Week 4	⌨ CHAPTER 3 – CUSTOMIZING PARAGRAPHS	CHAPTER 3 CHAPTER ACTIVITIES L1 C3 Activity Guide Practice 1-7 L1 C3 Knowledge Check L1 C3 Exercise 1-4 L1 C3 Project Exam L1 C3 Skills Check Exam

Week	Content	Requirements Due
Week 5	⌨ CHAPTER 4 – FORMATTING PAGES	⌨ CHAPTER 4 CHAPTER ACTIVITIES L1C4 Activity Guide Practice 1-7 L1C4 Knowledge Check L1 C4 Exercise 1-5 L1 C4 Project Exam L1 C4 Skills Check Exam
Week 6	**BUSINESS LETTERS & Memos** – Reference Formatting Guide and extra resources on Moodle-SUBMIT Letters in specified format.	⌨ BUSINESS LETTERS & MEMOS ASSIGNMENT ⌨ BUSINESS LETTERS &MEMOS QUIZ Reference Formatting Guide and Extra Readings --
Week 7	**FALL BREAK October 11-15**	STUDY FOR UNIT 1 TEST
Week 8	**UNIT 1 Test (Chapters 1 – 4)**	**Unit 1 Test**
Week 9	**UNIT TWO ENHANCING AND CUSTOMIZING DOCUMENTS** ⌨ CHAPTER 5 – PROOFING DOCUMENTS	⌨ CHAPTER 5 CHAPTER ACTIVITIES L1C5 Activity Guide Practice 1-7 L1C5 Knowledge Check L1 C5 Exercise 1 -4 L1 C5 Project Exam L1 C5 Skills Check Exam
Week 10	⌨ CHAPTER 6 – MAINTAINING DOCUMENTS AND PRINTING ENVELOPES AND LABELS	⌨ CHAPTER 6 CHAPTER ACTIVITIES L1C6 Activity Guide Practice 1-7 L1C6 Knowledge Check L1 C6 Exercise 1 & 2 L1 C6 Project Exam L1 C6 Skills Check Exam

Week	Content	Requirements Due
Week 11	⌨ CHAPTER 7 – CREATING TABLES AND SMARTART	⌨ CHAPTER 7 CHAPTER ACTIVITIES L1C7 Activity Guide Practice 1-4 L1C7 Knowledge Check L1 C7 Exercise 1 -3 L1 C7 Project Exam L1 C7 Skills Check Exam
Week 12	⌨ CHAPTER 8 – MERGING DOCUMENTS ⌨	⌨ CHAPTER 8 – MERGING DOCUMENTS L1C8 Activity Guide Practice 1-5 L1C8 Knowledge Check L1 C8 Exercise 1 - 3 L1 C8 Project Exam L1 C8 Skills Check Exam
Week 13	⌨ **UNIT 2 Test (Chapters 5-8)**	**Unit 2 Test**
Week 14	⌨ Review for Exam – MOS practice tests OPTIONAL: SIGN UP FOR YOUR MOS PRACTICE TEST WITH TESTING CENTER	
Week 15	⌨ FINAL EXAM – PRODUCTION EXAM o This will be a closed book, multi-production exam completed during the 3 hour exam time set by the Registrar's Office	