

# Grande Prairie Regional College

Department of Office Administration

COURSE OUTLINE – FALL 2013

MS WORD 2013 – CORE LEVEL I- OA 1060A2 | OA1070A2 CORE LEVEL II  
3 (0-0-8) 60 HOURS (8 weeks each level)

**Instructor** Sharron Barr  
A313B or C203

**Phone** 539-2979 (office)  
897 – 6676 (cell – text)  
532-9236 (home)



**Office** Do drop in or set up an  
appointment at your convenience.

**E-mail** [sbarr@gprc.ab.ca](mailto:sbarr@gprc.ab.ca)

**Contact** TBA

**Hours** E-mail me anytime!

You are welcome to call me at these contacts numbers and discuss any challenges or questions you may have about the course.

**Credit/Contact Hours:** 60 hours

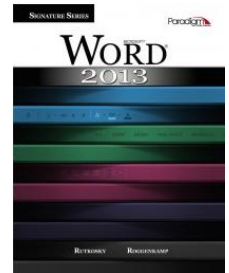
## **Text and Materials:**

Rutkowski, Nita Signature Series: Microsoft Word 2013 - Text with data files CD  
ISBN: 978-0-76385-199-6

Department of Office Administration Formatting Guide (in-house)

Department of Office Administration Production Work Exercise Guide (in-house)

**Timetabled:** Monday – Friday 10:00 – 11:30 a.m. A312



**Delivery Mode(s):** Lecture, Lab

## **Objectives:**

Students will demonstrate the ability to:

- Access and apply a variety of resources and methods to successfully perform proficiency skill sets in MS Word to produce business documents.
- Communicate knowledge of MS Word.
- Transfer knowledge and skills to other computer software programs
- Use MS Word to produce finished documents in accordance with business standards for timely completion, correctness of content and format, professional appearance and creativity.

- Accept responsibility for backup routines and preventive maintenance routines
- Maintains 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 with 30 seconds.
- Students will consistently code documents with the file name and path in the footer of each document (see formatting guide).
- 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.

### Course Policy

- Assignments are due on the dates set by instructor. Late assignments not accepted.
- Assignments are to be e-mailed as attachments by 3 p.m. on the deadline date.
- Redo's are encouraged. Assignments will be graded within 24 hours and students are encouraged to edit their work and resubmit it for full marks. All work will be marked within 24 hours and all re-submitted work (redo's) is due Monday's by 3 p.m.
- Examination materials will be made available on Black Board on the dates and times specified on the grade sheet. If this time is unacceptable, contact your instructor to set-up an alternate time. No make ups for missed exams.
- Examination work can be submitted as hard copy or an e-mail attachment.
- Academic honesty: please refer to page 44 of your College Calendar
- **All course assignments must be completed and marked in order to attempt the Unit tests and Formatting tests and Final Exam.**
- Marks sheet will be maintained by the instructor and forwarded to students as attachments with updates as work in completed.

**Grading Criteria:**

Assignments are graded out of a possible mark of 10. 3 marks are deducted for each format, spelling, punctuation or other error.

Assignments including: Text Assignments Production Assignments	20% 15%
Formatting and Unit Tests (including SNAP): Unit 1 Test Unit 2 Test Unit 3 Test Letters Test Memo Test Tables Test Tabs Test	5% 5% 5% 5% 5% 5% 5%
Final Exam	30%

Grades will be assigned on the Letter Grading System.

<b>Office Administration Department Grading Conversion Chart</b>			
<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4</b>	<b>85 – 89</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>80 – 84</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>76 – 79</b>	
<b>B</b>	<b>3</b>	<b>73 – 75</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>70 – 72</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2</b>	<b>64 – 66</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 63</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1</b>	<b>50 – 54</b>	
<b>F</b>	<b>0</b>	<b>0 – 49</b>	<b>FAIL</b>

## **Department of Office Administration**

### **Policy on Cell Phones and Other Personal Electronic Devices**

Users of cell phones and other personal electronic devices must be attentive to the needs, sensibilities and rights of other members of the College community. The use of these devices must not disrupt the functions of the College overall and its classrooms and labs. Instructors have the right to have strict individual policies related to cell phones in order to provide and maintain a classroom environment that is conducive to learning and the respect of others.

Cell phones, PDA's and pagers must be turned off and placed out of sight in classrooms and computer labs during instructional time. Devices can only be turned on and set to silent mode with the expressed consent of individual instructors. Sending or receiving text messages or gaming on a cell phone during class is not acceptable. In addition, cell phones and other personal electronic devices incorporating cameras must be turned off and out of sight in any area in which individuals have reasonable expectations of privacy. This includes classrooms and computer labs.









Some instructors may have penalties for violations. If cell phones, pagers, calculators, recorders, digital cameras, PDA's MP3 players or other personal electronic devices are used inappropriately for the purposes of cheating or academic dishonesty, then students who do so will be penalized appropriately under the Academic Honesty policy of Grande Prairie Regional College.

#### **Statement on Cheating & Plagiarism:**







Cheating and Plagiarism is unacceptable and the penalty is severe. It can result in a forced withdrawal from the college and a permanent record on your transcript, or an automatic failing grade in the course. (See college calendar, p.44-45)











The instructor reserves the right to use electronic plagiarism detection services.


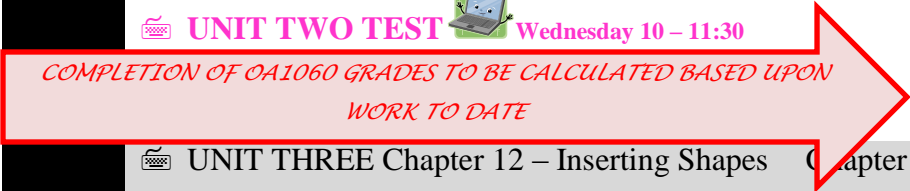
Week	Reading and Assignments	Requirements Due
1	<ul style="list-style-type: none"> <li>☞ Carefully Read to Understand:               <ul style="list-style-type: none"> <li>○ Course Welcome</li> <li>○ Course Outline</li> <li>○ Course Schedule</li> </ul> </li> <li>☞ Create Word Folder on H: drive</li> <li>☞ Copy to your Hard Disk Drive H: all data files from Word 2013 text Student Data Files</li> <li>☞ Read text Introduction and Getting Started</li> <li>☞ Skill Building Assigned Drill Work</li> </ul>	<p><i>This section is specifically designed for those students who have self-identified or have been assessed as beginning keyboarders. The first week will be dedicated to keyboarding. Once the alphabetic keyboard has been covered the student will begin their word processing.</i></p>
2	<ul style="list-style-type: none"> <li>☞ Chapter 1 – Creating, Printing and Editing Documents               <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> <li>○ SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments Sheet</b>.</li> </ul> </li> <li>☞ Chapter 2 – Formatting Characters               <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> <li>○ SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments Sheet</b></li> </ul> </li> </ul>	<p>Chapter 1 Graded Chapter Assignments Due Friday 3 p.m.</p> <p>Chapter 2 Graded Chapter Assignments Due Friday 3 p.m.</p>


Week	Reading and Assignments	Requirements Due
3	<ul style="list-style-type: none"> <li> SUBMIT REDO's (if any) from Chapter 1 &amp; 2 for grading</li> <li> Chapter 3 – Aligning and Indenting Paragraphs               <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> <li>○ SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments</b> Sheet</li> </ul> </li> <li> Chapter 4 – Customizing Paragraphs               <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> <li>○ SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments</b> Sheet</li> </ul> </li> </ul>	<p>Chapter 3 Graded Chapter Assignments Due: Friday 3 p.m.</p> <p>Chapter 4 Graded Chapter Assignments Due: Friday 3 p.m.</p>
5	<ul style="list-style-type: none"> <li> Chapter 5 – Proofing Documents               <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> <li>○ SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments</b> Sheet</li> </ul> </li> </ul>	<p>Chapter 5 Graded Chapter Assignments Due Friday 3 p.m.</p>
5	<ul style="list-style-type: none"> <li> SUBMIT REDO's 3, 4 &amp; 5 (if any) - DUE: 3 p.m. Monday</li> <li> BUSINESS LETTERS – <b>Extra Assignments</b> <ul style="list-style-type: none"> <li>○ Reference Formatting Guide and p. 825 of text</li> </ul> </li> <li> SUBMIT Letters 1 – 5 in specified format.</li> </ul>	<p>Business Letters 1- 5 Due Wednesday 3 p.m.</p>
6	<ul style="list-style-type: none"> <li> BUSINESS LETTERS – <b>Extra Assignments</b> <ul style="list-style-type: none"> <li>○ Reference Formatting Guide and p. 825 of text</li> <li>○ SUBMIT Letters 6 – 10 in specified format.</li> <li>○ Overview of Unit 1 Test</li> </ul> </li> </ul>	<p>Business Letters 5 – 10 Due Friday 3 p.m.</p>

- Overview Memos

-  BUSINESS MEMOS – [Extra Assignments](#) Standard Memos 1 – 5 Due Friday 3 p.m.
  - Reference Formatting Guide
-  SUBMIT Memos 1- 5 standard memo format. Chapter 6 Graded Chapter Assignments
-  **UNIT 1 (Chapters 1 – 5)**  
**Test Tuesday 10 – 11:30 a.m.** 
-  UNIT TWO Chapter 6 – Formatting Pages Due Friday 3 p.m.
  - DO all exercises and assessments
  - SUBMIT for grading those assessments listed on **Graded Chapter Assignments** Sheet
-  **BUSINESS LETTERS TEST**  
**Wed. 10 – 11:30 a.m.**
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Week	Reading and Assignments	Requirements Due
8	<p> BUSINESS MEMOS – <a href="#">Extra Assignments</a></p> <ul style="list-style-type: none"> <li>○ Reference Formatting Guide</li> </ul> <p> SUBMIT Memos 6- 10</p> <p> Chapter 7 – Customizing Page Formatting</p> <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> <li>○ SUBMIT for grading those assessments listed on <a href="#">Graded Chapter Assignments Sheet</a></li> </ul> <p> Chapter 8 – Inserting Elements and Navigating in a Document</p> <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> <li>○ SUBMIT for grading those assessments listed on <a href="#">Graded Chapter Assignments Sheet</a></li> </ul> <p> Overview Memos Test</p>	<p>Standard Memos 6 – 10 Due Friday 3 p.m.</p> <p>Chapter 7 &amp; 8 Graded Chapter Assignments Due Friday 3 p.m.</p>
9	<p> <b>STANDARD MEMO TEST</b>  <b>Wednesday 10 – 11:30 a.m.</b></p> <p> Chapter 6 &amp; 7 &amp; 8 Redo’s can be submitted by Monday 3 p.m.</p> <p> Chapter 9 – Maintaining Documents</p> <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> <li>○ SUBMIT for grading those assessments listed on <a href="#">Graded Chapter Assignments Sheet</a></li> </ul> <p> Chapter 10 – Managing and Printing Documents</p> <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> <li>○ SUBMIT for grading those assessments listed on <a href="#">Graded Chapter Assignments Sheet</a></li> </ul>	<p>Chapter 7 &amp; 8 Redo’s Monday, 3 p.m.</p>

Week	Reading and Assignments	Requirements Due
10	<ul style="list-style-type: none"> <li>UNIT THREE Chapter 11– Inserting Images               <ul style="list-style-type: none"> <li>DO all exercises and assessments</li> <li>SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments</b> Sheet</li> </ul> </li> <li>Business Reports               <ul style="list-style-type: none"> <li>Reference Formatting Guide</li> <li>Submit Reports 1 – 6 <b>Extra Assignments</b></li> </ul> </li> </ul>	Chapter 9 & 10 & 11 Due Thursday 3 p.m.  Business Reports 1 – 6 Due Friday 3 p.m. Week 11
11	<ul style="list-style-type: none"> <li>Chapter 9 &amp; 10 &amp; 11 Redo's can be submitted by Monday 3 p.m.</li> <li><b>UNIT TWO TEST</b>  Wednesday 10 – 11:30</li> </ul>	Business Reports Due: 3 p.m. Friday Week 6
<p><i>COMPLETION OF OA1060 GRADES TO BE CALCULATED BASED UPON WORK TO DATE</i></p> 		
	<ul style="list-style-type: none"> <li>UNIT THREE Chapter 12 – Inserting Shapes and Word Art               <ul style="list-style-type: none"> <li>DO all exercises and assessments</li> <li>SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments</b> Sheet</li> </ul> </li> </ul>	Chapter 12 Graded Chapter Assignments Due Friday 3 p.m.
12	<ul style="list-style-type: none"> <li>UNIT THREE Chapter 13 – Creating Tables               <ul style="list-style-type: none"> <li>DO all exercises and assessments</li> <li>SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments</b> Sheet</li> </ul> </li> </ul>	Chapter 13 Graded Chapter Assignments Due Friday 3 p.m.

Week	Reading and Assignments	Requirements Due
12	<ul style="list-style-type: none"> <li>📖 UNIT THREE Chapter 14 – Enhancing Tables               <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> <li>○ SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments</b> Sheet</li> </ul> </li> <li>📖 Tables – <b>Extra Assignments</b> <ul style="list-style-type: none"> <li>○ DO Tables 1 – 10</li> </ul> </li> </ul>	<p>Chapter 14 assessments assigned for graded due Friday, 3 p.m.</p> <p>Tables – Extra Assignments Due Friday 3 p.m. – WEEK 12</p>
	<ul style="list-style-type: none"> <li>📖 Chapters 11 - 14 redo's due Monday 3 p.m.</li> <li>📖 Chapter 15 Charts</li> <li>📖 <b>UNIT THREE, REPORTS &amp; TABLES &amp; REPORTS TEST</b>    <b>Wednesday, Thursday, Friday</b></li> </ul>	<p>Redo's Tuesday, 3 p.m.</p> <p>Chapter 15 due Friday 3 p.m.</p>
14	<ul style="list-style-type: none"> <li>📖 Review Unit 3, Reports and Table Test</li> <li>📖 Begin Final Practical Exam 8 hours</li> </ul>	<p>December 5 – 9</p> <p>Plus 3 hours during Final Exam Week TBA</p>