



Department of Business and Office Administration

COURSE OUTLINE – FALL 2015

MS WORD 2013 – CORE LEVEL I- OA 1060A2 CORE LEVEL I

3 (0-0-7.5) 56 HOURS (8 weeks)

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.
C203 or A313A

E-mail 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.

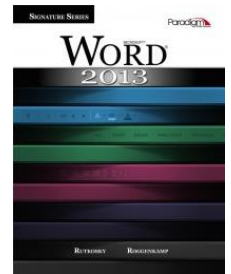
PREREQUISITE(S)/COREQUISITE: NONE

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)



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; and special formatting features.

CREDIT/CONTACT HOURS: 56 hours

DELIVERY MODE(S): Lecture, Lab

LEARNING OBJECTIVES:

Chapter 1: Creating, Printing, and Editing Documents

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
- Select text in a document
- Use the Undo and Redo buttons
- Use the Help feature

Chapter 2: Formatting Characters

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

- • Change fonts and font effects
- • Apply styles from style sets
- • Apply themes
- • Customize style sets and themes

Chapter 3: Aligning and Indenting Paragraphs

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

- Change the alignment of text in paragraphs
- Indent text in paragraphs
- Increase and decrease spacing before and after paragraphs
- Repeat the last action
- Automate formatting with Format Painter
- Change line spacing in a document
- Apply numbering and bullet formatting to text
- Reveal formatting
- Compare formatting

Chapter 4: Customizing Paragraphs

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

- 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 5 Proofing Documents

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

- Complete a spelling and grammar check on text in a document
- Create a custom dictionary and change the default dictionary
- Display document word, paragraph, and character counts
- Use the thesaurus to display synonyms and antonyms for specific words
- Use the dictionary to define specific words
- Use the translation feature to translate words from English to other languages

Chapter 6 Formatting Pages

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

- Change the document view
- Change the page setup, including the margins, page orientation, and paper size in a document
- Insert section breaks in a document
- Create and format text in columns
- Hyphenate words automatically and manually
- Insert line numbers in a document
- Format the page background using a watermark, page color, and page border

Chapter 7 Customizing Page Formatting

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

- Insert a page break, blank page, and cover page
- Insert page numbering
- Insert and edit headers and footers
- Find and replace text
- Use the Click and Type feature to position the insertion point within the document
- Align text vertically

Chapter 8 Inserting Elements and Navigating in a Document

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

- Insert symbols and special characters
- Insert a drop cap
- Insert the date and time
- Insert a file into an open document
- Navigate in a document using the Navigation pane and bookmarks
- Insert hyperlinks to a location in the same document, a different document, and a file in another program
- Create a cross-reference

Chapter 9 Maintaining Documents

Upon successful completion of Chapter 9, you will be able to:

- Manage files by copying, moving, printing, and renaming documents; opening multiple documents; and creating new folders and renaming existing folders
- Customize the display of folders and documents
- Share documents by exporting and saving them in different formats
- Create a document using a Word template

Chapter 10 Managing and Printing Documents

Upon successful completion of Chapter 10, you will be able to:

- Open, close, arrange, split, maximize, minimize, and restore documents
- Manage the list of most recently opened documents
- Preview and print pages or sections of a document
- Create and print envelopes
- Create and print labels
-

Business Document Formatting

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

- Interoffice Memorandum
- Full Block and Semi-Block Letters
- Envelopes
- Labels
- Email

COURSE OBJECTIVES:

The course will teach students 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 or printed and submitted in your assignment folder with the grading sheet 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 the following day by 3 p.m.
- Examinations will be completed in class and during the final exam time. If the exam time is not acceptable to you, 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 is completed.
- All assigned work and exams must be completed in order to get a passing grade in the course.

GRADING CRITERIA:

Each assignment is graded out of a possible mark of 10. 3 marks are deducted for each format, spelling, punctuation or other error. **All assigned work must be completed in order to qualify to write texts and exams and in order to get a grade in this course.**

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

Assignments including: Text Assignments Production Assignments	30% 20%
Formatting and Unit Tests: Unit 1 Test Unit 2 Test Letters Test Memo Test Tabs Test	5% 5% 10% 10% 10%
Total	100%

Grades will be assigned on the Letter Grading System.

Office Administration Department Grading Conversion Chart			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A+	4	90 – 100	EXCELLENT
A	4	85 – 89	
A–	3.7	80 – 84	FIRST CLASS STANDING
B+	3.3	76 – 79	
B	3	73 – 75	GOOD
B–	2.7	70 – 72	
C+	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	

C-	1.7	60 – 63	
D+	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

STUDENT RESPONSIBILITIES:

Refer to https://www.gprc.ab.ca/files/forms_documents/StudentRightsandResponsibilities.pdf

**Note: all Academic and Administrative policies are available at <https://www.gprc.ab.ca/about/administration/policies/>


STATEMENT ON PLAGIARISM AND CHEATING:


Refer to the College Policy on Student Misconduct: Plagiarism and Cheating at





https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf






**Note: all Academic and Administrative policies are available at <https://www.gprc.ab.ca/about/administration/policies/>

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Reading and Assignments	Requirements Due
1	<p>☞ Carefully Read to Understand:</p> <ul style="list-style-type: none"> ○ Course Welcome ○ Course Outline ○ Course Schedule <p>☞ Create Word Folder on H: drive</p> <p>☞ Copy to your Hard Disk Drive H: all data files from Word 2013 text Student Data Files</p> <p>☞ Read text Introduction and Getting Started</p> <p>☞ Skill Building Assigned Drill Work</p> <div style="text-align: center;">  </div>	<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>









Week	Reading and Assignments	Requirements Due
4 & 5	<p>UNIT 1</p> <ul style="list-style-type: none"> ☞ Carefully Read to Understand: <ul style="list-style-type: none"> ○ Course Welcome ○ Course Outline ○ Course Schedule ☞ Create Word Folder on H: drive ☞ Copy to your Hard Disk Drive H: all data files from Word 2013 text Student Data Files ☞ Read text Introduction and Getting Started ☞ Skill Building Assigned Drill Work (if required) ☞ Chapter 1 – Creating, Printing and Editing Documents <ul style="list-style-type: none"> ○ DO all exercises and assessments ○ SUBMIT for grading those assessments listed on Graded Chapter Assignments Sheet. ☞ Chapter 2 – Formatting Characters <ul style="list-style-type: none"> ○ DO all exercises and assessments ○ SUBMIT for grading those assessments listed on Graded Chapter Assignments Sheet ☞ SUBMIT REDO's (if any) from Chapter 1 & 2 for grading ☞ Chapter 3 – Aligning and Indenting Paragraphs <ul style="list-style-type: none"> ○ DO all exercises and assessments ○ SUBMIT for grading those assessments listed on Graded Chapter Assignments Sheet ☞ Chapter 4 – Customizing Paragraphs <ul style="list-style-type: none"> ○ DO all exercises and assessments ○ SUBMIT for grading those assessments listed on Graded Chapter Assignments Sheet ☞ Chapter 5 – Proofing Documents <ul style="list-style-type: none"> ○ DO all exercises and assessments ○ SUBMIT for grading those assessments listed on Graded Chapter Assignments Sheet ☞ SUBMIT REDO's 3, 4 & 5 (if any) - DUE: 3 p.m. Monday 	<p>Chapter 1 Graded Chapter Assignments Due Friday 3 p.m. Week 1</p> <p>Chapter 2 Graded Chapter Assignments Due Friday 3 p.m. Week 2</p> <p>Chapter 4 Graded Chapter Assignments Due Friday 3 p.m. Week 2</p> <p>Chapter 5 Graded Chapter Assignments Due Friday 3 p.m. Week 2</p> 

Week	Reading and Assignments	Requirements Due
6	<p> BUSINESS LETTERS – Extra Assignments</p> <ul style="list-style-type: none"> ○ Reference Formatting Guide and p. 825 of text SUBMIT Letters in specified format. ○ Overview of Unit 1 Test <p> BUSINESS MEMOS – Extra Assignments</p> <ul style="list-style-type: none"> ○ Reference Formatting Guide ○ SUBMIT Memos standard memo format. <p> UNIT 1 Test (Chapters 1 – 5)</p> 	<p>Business Letters Due Wednesday 3 p.m.</p> <p>Standard Memos Due Friday 3 p.m.</p>





Week	Reading and Assignments	Requirements Due
7 & 8	<p style="text-align: center;">UNIT TWO</p> <p> Chapter 6 – Formatting Pages</p> <ul style="list-style-type: none"> ○ DO all exercises and assessments ○ SUBMIT for grading those assessments listed on Graded Chapter Assignments Sheet <p> Chapter 7 – Customizing Page Formatting</p> <ul style="list-style-type: none"> ○ DO all exercises and assessments ○ SUBMIT for grading those assessments listed on Graded Chapter Assignments Sheet <p> Chapter 8 – Inserting Elements and Navigating in a Document</p> <ul style="list-style-type: none"> ○ DO all exercises and assessments ○ SUBMIT for grading those assessments listed on Graded Chapter Assignments Sheet <p>STANDARD MEMO and LETTERS TEST</p> <p> Chapter 9 – Maintaining Documents</p> <ul style="list-style-type: none"> ○ DO all exercises and assessments ○ SUBMIT for grading those assessments listed on Graded Chapter Assignments Sheet <p> Chapter 10 – Managing and Printing Documents</p> <ul style="list-style-type: none"> ○ DO all exercises and assessments ○ SUBMIT for grading those assessments listed on Graded Chapter Assignments Sheet <p style="text-align: center;">UNIT TWO TEST</p>	<p>Chapter 6, 7, 8, 9 & 10 Due: Friday 3 p.m.</p>



Congratulations! You have now completed OA1060 Word Core Level I and can go on to OA1070 Word Core Level II. Your grades will be posted in Moodle and through My GPRC.

Week	Reading and Assignments	Requirements Due
9	<p> Business Reports</p> <ul style="list-style-type: none"> ○ Reference Formatting Guide ○ Submit Reports Extra Assignments 	Business Reports Due: Friday 3 p.m.
10 & 11	<p style="text-align: center;">UNIT THREE</p> <p> Chapters 6 – 10 Redo's can be submitted by Monday 3 p.m.</p> <p> Chapter 11– Inserting Images</p> <ul style="list-style-type: none"> ○ DO all exercises and assessments ○ SUBMIT for grading those assessments listed on Graded Chapter Assignments Sheet <p> Chapter 12 – Inserting Shapes and Word Art</p> <ul style="list-style-type: none"> ○ DO all exercises and assessments ○ SUBMIT for grading those assessments listed on Graded Chapter Assignments Sheet <p> Chapter 13 – Creating Tables</p> <ul style="list-style-type: none"> ○ DO all exercises and assessments ○ SUBMIT for grading those assessments listed on Graded Chapter Assignments Sheet <p> Chapter 14 – Enhancing Tables</p> <ul style="list-style-type: none"> ○ DO all exercises and assessments ○ SUBMIT for grading those assessments listed on Graded Chapter Assignments Sheet <p> Chapter 15 Charts</p> <ul style="list-style-type: none"> ○ DO all exercises and assessments ○ SUBMIT for grading those assessments listed on Graded Chapter Assignments Sheet <p>REPORTS TEST Wednesday 10 – 12:50</p>	Chapters 11, 12, 13, 14, 15 Graded Chapter Assignments Due Friday 3 p.m.



Week	Reading and Assignments	Requirements Due
12	<p> TABLES Assigned</p> <ul style="list-style-type: none"> ○ Submit Tables Extra Assignments <p>UNIT THREE TEST Wednesday 10 – 12:50</p>  <p>TABLES TEST FRIDAY</p>	<p>Tables – Extra Assignments Due: Wednesday 3 p.m..</p>
13	<p> Chapter 16 – Merging</p> <ul style="list-style-type: none"> ○ DO all exercises and assessments ○ SUBMIT for grading those assessments listed on Graded Chapter Assignments Sheet 	
14 & 15	<p>FINAL EXAM 12 HOURS December 2 – Final Exam Week Timeslot TBA</p>	

The End Word Core Level

