



Department of Business and Office Administration

COURSE OUTLINE

OA1070A2 MS WORD 2013 CORE LEVEL II

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)



Call me anytime!

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.

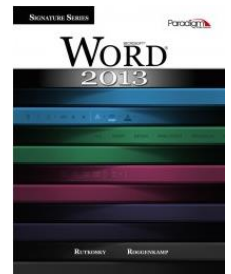
PREREQUISITE(S)/COREQUISITE: OA1060 MS WORD 2013 CORE LEVEL I

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 production of advanced professional business documents. Students will use Word skills including: inserting images, inserting shapes and WordArt, tables, charts, merging, sorting and selection, managing lists, and managing long documents with headers, footers, and page numbers.

CREDIT/CONTACT HOURS: 3 Credits 56 hours

DELIVERY MODE(S): Lecture and Lab

LEARNING OBJECTIVES:

Chapter 11 Inserting Images

Upon successful completion of Chapter 11, you will be able to:

- Insert, format, size, and move pictures and clip art images
- Customize pictures and clip art images
- Create and format SmartArt graphics and organizational charts

Chapter 12 Using Shapes, WordArt, and Advanced Character Formatting

Upon successful completion of Chapter 12, you will be able to:

- Insert and format screenshot images
- Draw and format shapes
- Select and align objects
- Insert and format text boxes
- Link and unlink text boxes
- Insert and format WordArt
- Apply character formatting, such as spacing, OpenType features, and text effects

Chapter 13 Creating Tables

Upon successful completion of Chapter 13, you will be able to:

- Create and format a table
- Format a table by selecting specific cells
- Change the table design
- Draw a table
- Insert an Excel spreadsheet into a Word document
- Insert a predesigned table into a document

Chapter 14 Enhancing Tables

Upon successful completion of Chapter 14, you will be able to:

- Change the table design and layout
- Change between table and text formats and sort text in a table
- Perform calculations on data in a table

Chapter 15 Creating Charts

Upon successful completion of Chapter 15, you will be able to:

- Create charts
- Format charts using the chart buttons
- Change the chart design
- Format charts and chart elements

Chapter 16 Merging Documents TIME PERMITTING

- 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

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:

- Reports
- Tables

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 in 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. Please see grading rubrics for full details.**

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

Assignments including:	
Text Assignments	20%
Production Assignments	20%
Formatting and Unit Tests:	
Unit 3 Test	10%
Tables Test	5%
Reports Test	5%
Final Exam	40%
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/>

OA1070 A2 COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Reading and Assignments	Requirements Due
1	<p> Business Reports</p> <ul style="list-style-type: none"> ○ Reference Formatting Guide ○ Submit Reports Extra Assignments <div style="text-align: center;">  <p>Kicking things off with REPORTS!</p> </div>	<p>Business Reports Due: Friday 6 p.m. Week 1</p>

<p>2</p>	<p>Report Test Contact me to set a time to complete your Report Test by Friday 6 p.m. Week 2</p> <p style="text-align: center;">UNIT THREE</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>Submit Report Redo's (if any) Due: Wednesday 6 p.m.</p> <p>Chapter 11 Graded Chapter Assignments Due: Friday 6 p.m.</p> <p>Chapter 12 Graded Chapter Assignments Due: Friday 6 p.m.</p>
<p>3</p>	<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>SUBMIT REDO'S (if any) Chapters 11 and 12</p> <p>Chapter 13 Graded Chapter Assignments Due: Friday 6 p.m</p> <p>Chapter 14 Graded Chapter Assignments Due: Friday 6 p.m</p>

<p>4</p>	<p> TABLES Assigned</p> <ul style="list-style-type: none"> ○ Submit Tables Extra Assignments <div style="text-align: center;">  <p>Give me a Row! ROW!</p> <p>Give a column! COLUMN!</p> </div>	<p>Tables – Extra Assignments Due: Friday at 6 p.m. Week 4</p>
<p>5</p>	<p> TABLES TEST contact me to set up a time for you to do your Tables Test by Friday 6 p.m.</p> <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>SUBMIT Table REDO'S (if any)</p> <p>Chapter 15 Graded Chapter Assignments Due: Friday 6 p.m</p>
<p>6</p>	<p> UNIT THREE TEST Please contact me to set up a time for you to do your Unit 3 test during Week 6. Once you are done this Unit 3 test and have it returned you can start your Final Practical Exam.</p>	<p>Submit REDO's (if any) Chapter 15</p>

7 – 7.5

FINAL EXAM

This course has a final practical exam that will take you 9 hours. Please contact me to arrange for times through out this final week to complete the final exam assignments.



The End Word Core Level II - You are ready for Word Expert Level! OA1080 ...see you there and thank you for all your hard work.

