This course syllabus is intended as a set of guidelines for Microsoft Word 2013. Both North Lake College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

Instructor Information

Instructor: Tammy White
Email Address: Tammy.white@dcccd.edu
Office Phone: 972.273.3465
Office Location: T225
Office Hours: None

Course Information

Course title: Microsoft Word 2013
Course number: POFI 2301
Section number: 73426
Credit hours: 3
Class dates: 1/26/2015 thru 5/14/2015
Class time: Internet

Lab Hours (Room T225)

<table>
<thead>
<tr>
<th>Classroom Hours</th>
<th>Open Lab Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>M/W 8.00a - 1.50p</td>
<td>M/W 2.00p - 5.00p</td>
</tr>
<tr>
<td>T/R 9.30a - 12.20p</td>
<td>T/R 12.30p - 5.30p</td>
</tr>
<tr>
<td>T/R 5.45p - 9.45p</td>
<td>Friday 9.00a - 2.30p</td>
</tr>
</tbody>
</table>

Sat/Sun: Closed

Course Description

An overview of the production of documents, tables, and graphics. Topics include entry and editing, reformatting, search and replace, cut-and-paste, file and print operations, and spelling checkers. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

Course prerequisites: Keyboarding skills required.
**Required or Recommended Textbooks and Materials**

| **Book**       | Signature Series: Microsoft Word 2013, by Nita Rutkosky and Audrey Roggenkamp, EMC Paradigm publisher. |
|               | ISBN: 9780763851996 |

**Storage**
You may use a USB Flash, thumb drive or other similar storage device

**OR**
You may set up access to a cloud service such as [SkyDrive](https://skydrive.live.com), [Dropbox](https://www.dropbox.com) or [Google Drive](https://drive.google.com).

**Course Objectives**
This course offers the opportunity to learn to create various types of documents using Microsoft Word 2013. Students will create letters, memos, envelopes, and labels; insert graphical elements into documents; work with tables and columns; and perform mail merges. Use of dialog boxes, the presentation interface, and Word’s views and commands will be introduced.

Successful completion of this course and Word Level II can help prepare students to take the [MOS](https://www.mos.com) (Microsoft Office Specialist) test.
<table>
<thead>
<tr>
<th>Specific Course Outline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEARNING ACTIVITY</strong></td>
</tr>
<tr>
<td>All textbook chapter assignments</td>
</tr>
<tr>
<td>All textbook chapter assignments</td>
</tr>
<tr>
<td>All textbook chapter assignments</td>
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<tr>
<td>All textbook chapter assignments</td>
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<tr>
<td>All textbook chapter assignments with focus in chapters 6 and 10</td>
</tr>
<tr>
<td>All textbook chapter assignments</td>
</tr>
<tr>
<td>Chapters 3-16</td>
</tr>
<tr>
<td>All textbook chapter assignments</td>
</tr>
<tr>
<td>Chapters 1 and 8</td>
</tr>
<tr>
<td>Chapters 2, 3, and 4</td>
</tr>
<tr>
<td>Chapter 7</td>
</tr>
<tr>
<td>Chapter 7</td>
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<tr>
<td>Chapter 16</td>
</tr>
<tr>
<td>Chapters 11 and 12</td>
</tr>
<tr>
<td>Chapters 13, 14, and 15</td>
</tr>
</tbody>
</table>

**Learning Outcomes Map to Performance Objectives**

As noted above, the learning outcomes address the following SCANS competencies and foundation skills: C11, C12, C13, C14, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, F16. See the list below for an explanation of these items.

The course **Independent Project** addresses the following SCANS competencies and foundation skills: C1, C3, C6, C7, C8, C11, C12, C13, C14, C16, C17, C18, C19, C20, F1, F2, F3, F6, F7, F8, F9, F10, F11, F12, F16.

In addition to the SCANS listed above, successful completion of this course will also address SCANS C10, C15, F13, F17. The following Workplace Skills will be addressed: 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 31, 32, 33, 34, 35.
Performance Objectives

SCANS Competencies

The Secretary's Commission of Achieving Necessary Skills (SCANS), established in 1990, defined a common core of skills that constitute job readiness. The Office Technology Department at North Lake College is committed to prepare you with the knowledge and skills you need to succeed in today's dynamic work environment.

|---------------|---------------|--------------------------------------------------------------------------------------------------|

SCANS FOUNDATION SKILLS

|----------------|------------------------|----------------------------------------------------------------|
Workplace Skills

1. Work ethics.
2. Implement responsibilities of job position including exhibition of dependability, demonstrating high confidentiality, and meeting of organizationally defined expectations.
3. Operate within scope of authority adhering to company rules, regulations, and policies as established including interpretation of employer/employee handbook and procedures.
5. Practice time management and follow work schedule.
6. Assume responsibility for own decisions and actions.
7. Exhibit pride and positive attitude.
8. Display initiative and enthusiasm in undertaking new tasks.
9. Show assertiveness appropriate to the situation.
10. Seek work challenges.
11. Understand and apply ethical principles to decision-making.
12. Understand the importance of providing good customer service (internal and external).
13. Exhibit ability to handle stress.
14. Participate in meetings in a positive and constructive manner.
15. Maintain state-of-the-art skills through participation in in-service or other training.
17. Interpersonal relationships.
18. Respect individual diversity.
19. Respond to praise or criticism.
20. Provide constructive criticism or praise.
21. Channel and control emotional reactions.
22. Resolve conflicts.
23. Display a positive attitude.
25. Employ appropriate skills for gathering and retaining information.
26. Interpret written, graphic, and oral instructions.
27. Identify problems.
28. Clarify individual and company purposes and goals.
29. Identify available solutions and their impact including evaluation of credibility of information, and location of information.
30. Evaluate options.
31. Set priorities.
32. Select/implement options/decisions including prediction of results of proposed action.
33. Organize personal workloads.
34. Participate in brainstorming sessions to generate new ideas and solve problems.


### Student Learning Activities, Outcomes, and Assessments

<table>
<thead>
<tr>
<th>Learning Activity</th>
<th>Learning Outcomes</th>
<th>Assessment</th>
<th>SCANS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read all textbook chapter assignments and complete assigned exercises.</td>
<td>On a production test, students in ITSM 1401 will perform a mail-merge to produce mailable letters, envelopes, and labels at a proficiency level of 80% based on the departmental rubric.</td>
<td>Production Test 3 result grades.</td>
<td>SCANS: C1, 11, 12, 13, 14, 15, 16, 18, 19; F1, 2, 3, 4, 7, 8, 9, 10, 12, 13  Workplace Skills: 1, 5, 6, 13, 23, 24, 25, 26, 27, 29, 30, 31, 33</td>
</tr>
<tr>
<td>Read all textbook chapter assignments and complete assigned exercises.</td>
<td>On a production test, students in POFI 2301 will create, save, proof, and print business documents at a proficiency level of 80% based on the departmental rubric.</td>
<td>Production Test 2 result grades.</td>
<td>SCANS: C1, 11, 12, 13, 14, 15, 16, 18, 19; F1, 2, 3, 4, 7, 8, 9, 10, 12, 13  Workplace Skills: 1, 5, 6, 13, 23, 24, 25, 26, 27, 29, 30, 31, 33</td>
</tr>
<tr>
<td>Read all textbook chapter assignments and complete assigned exercises.</td>
<td>On a production test, students in POFI 2301 will create a business document using indenting, find/replace, margins, line spacing, and alignment commands at a proficiency level of 80% based on the departmental rubric.</td>
<td>Production Test 1 result grades.</td>
<td>SCANS: C1, 11, 12, 13, 14, 15, 16, 18, 19; F1, 2, 3, 4, 7, 8, 9, 10, 12, 13  Workplace Skills: 1, 5, 6, 13, 23, 24, 25, 26, 27, 29, 30, 31, 33</td>
</tr>
</tbody>
</table>
Means of Assessment
Your understanding of the course material and your grade will be determined as follows:

Chapter/Performance Assessments
You will complete and turn in the assigned exercises at the end of most chapters. You MAY use your book and ask for assistance when completing these activities. These activities will be given a numeric grade.

Production Tests – Test documents created using the computer
You may use your text or notes while testing. You may NOT ask for help. If you do ask for help, points will be deducted from your grade, depending on the amount of help given. If you score below 70 on a production test, you may re-test, with your highest score being 85.

ON CAMPUS CLASSES ONLY: All tests must be taken during your scheduled class time with your instructor present. All tests must be returned to your instructor after you have reviewed the results with your instructor. All test materials MUST remain in the classroom at all times.

Production Test 4 is the common assessment activity for this course. This test is graded on a scale of 0-100 points. Five (5) points will be deducted for every typographical, punctuation, formatting, or production mistake.

Independent Project
Your instructor will give you this assignment. You may use your textbook, and you may ask your instructor for general input, but you will not get specific assistance on this project. This assignment is a project demonstrating your word processing and compositional skills, and the result will be a document that is unique for each student.

ON CAMPUS STUDENTS ONLY: Students will meet the next to last class period of the semester to demonstrate their independent projects. This is a MANDATORY class meeting.
### Evaluation Procedures

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Percent of Total Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessments</td>
<td>39%</td>
</tr>
<tr>
<td>Production Tests</td>
<td>50%</td>
</tr>
<tr>
<td>Independent Project</td>
<td>11%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

#### Chapter/Performance Assessment and Production Test Grading:

Each document is 100 total points. 5 points will be deducted for each typographical or formatting error.

#### Independent Project Grading:

The project is 100 total points. 5 points will be deducted for each typographical or formatting error. The document will further be graded as shown below:

<table>
<thead>
<tr>
<th>Process</th>
<th>Below Avg.</th>
<th>Satisfactory</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Has clear vision of final product</td>
<td>1-3</td>
<td>4- 6</td>
<td>7- 9</td>
</tr>
<tr>
<td>2. Properly organized to complete project</td>
<td>1- 3</td>
<td>4- 6</td>
<td>7- 9</td>
</tr>
<tr>
<td>3. Managed time wisely</td>
<td>1- 3</td>
<td>4- 6</td>
<td>7- 9</td>
</tr>
<tr>
<td>4. Acquired needed knowledge base</td>
<td>1- 3</td>
<td>4- 6</td>
<td>7- 9</td>
</tr>
<tr>
<td>5. Communicated efforts with instructor</td>
<td>1- 3</td>
<td>4- 6</td>
<td>7- 9</td>
</tr>
</tbody>
</table>

#### Exams and Assignments

There are 38 chapter assessments, 3 production tests, and 1 independent project. **Assignments are not accepted more than two weeks late.**

#### Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
</tr>
</tbody>
</table>

#### Course Policies

The last day of class is **5/14/2015**. The last day to withdraw from a class is **4/20/2015**. All coursework is due on or before **5/14/2015**. Work turned in after this date will receive a grade of zero (0).
ACADEMIC DISHONESTY
The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty", includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.

- The Vice-President of Academic & Student Affairs may initiate disciplinary proceedings against a student accused of academic dishonesty.
- Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion.
- Cheating on a test includes:
  - Copying from another student's test paper;
  - Using, during a test, materials not authorized by the person giving the test;
  - Collaborating with another student during a test without permission to do so;
  - Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test.
  - Substituting for another student, or permitting another student to substitute for you to take a test;
  - Bribery another person to obtain an unadministered test or information about an unadministered test
- "Plagiarism" means the appropriation of another's work (ideas and/or words) and the unacknowledged incorporation of that work in one's written work offered for credit. Quotes not identified as quotes constitute a form of plagiarism even if the borrowed ideas are documented.
- "Collusion" means an unauthorized collaboration with another person in preparing written work offered for credit.

Academic dishonesty may result in the following sanctions, including, but not limited to:
1. A grade of zero or a lowered grade on the assignment or course.
2. A reprimand.
3. Suspension from the college.

NOTIFICATION OF ABSENCE DUE TO RELIGIOUS HOLY DAY(S)
Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the Student Obligations section of the college catalog for more explanation. You are required to complete any assignments or take any examinations missed as a result of the absence within the time frame specified by your instructor.

REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT (A430)
North Lake College provides academic accommodations to students with disabilities, as defined under ADA law. It is the student's choice and responsibility to initiate any request for accommodations. If you are a student with a disability who requires such ADA accommodations, please contact North Lake College's Disability Services Office in person (A430) or by phone at 972-273-3165. http://www.northlakecollege.edu/resources/disability.html

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as "directory information" to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

ADMINISTRATIVE WITHDRAWAL
Students with valid extenuating circumstances may be eligible for an administrative withdrawal by the Dean of the Division in which the course or courses are taught. An administrative withdrawal will not be awarded to students who simply fail to withdraw prior to the last day to receive a "W." The request for an administrative withdrawal must be made in writing to the Dean of the Division with any supporting documentation attached. This must occur before the last official day of the semester.

DROP POLICY
If you are unable to complete this course, you must officially withdraw by 4/20/2015. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. All Dallas County Community Colleges charge a higher tuition rate to students registering the third time for a course. This rule applies to the majority of credit and Continuing Education / Workforce Training courses. Developmental Studies and some other courses are not charged a higher tuition rate. Third attempts include courses taken at any DCCCD college since the fall 2002 semester. For further information, go online to: http://www.DCCCD.edu/thirdcourseattemnt

STOP BEFORE YOU DROP
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a "W". Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops
FINANCIAL AID STATEMENT
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate are also subject to this policy.

To apply for financial aid in the DCCCD, students must complete FAFSA (Free Application for Federal Student Aid) on the web at: http://www.fafsa.ed.gov

INSTITUTIONAL POLICIES (Continued)

COUNSELING SERVICES (A430)
Counseling services for personal issues are provided to all students currently enrolled at North Lake College. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters) at no charge. With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment call 972-273-3333 or visit A 430.

THE ACADEMIC SKILLS CENTER (ASC)
The ASC is designed to provide the following assistance to students:

- An ESOL lab with computer access.
- Free tutoring for students enrolled in foreign language courses.
- The iRead Lab offers individual and small group tutoring, as well as workshops, to help current students improve their reading, study, and test taking skills.
- The Writing Center to help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, properly use and document sources, and improve their writing skills.
- The Online Writing Lab (OWL) allows students to submit papers to our writing tutors electronically and get feedback within 24-72 hours. The OWL can be accessed through eCampus.
  - After logging on to eCampus, click on the Community Tab at the top.
  - Type "Owl" in the search field and click "Go.
  - Next, click on the double drop-down arrows next to “NLC-OWL2," and then click on "Enroll."
  - Once enrolled, students can receive services from the OWL.

- The Blazer Internet Lounge with 12 computers, additional open seating, and WiFi Internet access.

For more information or to schedule a tutoring appointment, come by A-332 or call 972-273-3089.

TESTING CENTER (A 425)

- Monday–Thursday: 8:30 a.m. – 8:00 p.m.
  No tests will be issued after 7:00 p.m.
  Other cut-off times may be in effect for specific exams by the instructor’s direction.
  All exams collected at 8:00 p.m.
- Friday–Saturday: 8:30 a.m.-3:30 p.m.
  No tests will be issued after 2:30 p.m.
  Other cut-off times may be in effect for specific exams by the instructor’s direction.
  All exams collected at 3:30 p.m.
- Sunday – CLOSED

If you instructor requires you to complete an exam in the Testing Center, be sure to have the following information when you request you test:

1. Instructor’s name
2. Subject, course number, and section number (exp: Speech 1311.7011)
3. Exam number (1st, 2nd, 3rd, etc.)
4. Exam deadline (Get this information from your instructor. The testing staff cannot look up this information on computers).

You should also bring the following supplies:

1. Pencil
2. Scantron answer sheet
3. A Test Request Form must be completed before entering the Testing Center.
5. Government or school issued photo identification is required & enforced.

You may not bring personal items into the Testing Center. This includes bags, cell phones, and pagers.

Please show courteous and cooperative behavior while using the services provided by the Testing Center.

DO NOT bring children to the Testing Center. You must make arrangements for the care of your children prior to your exam date. The police department will be notified of any unattended children.

DO NOT take any testing materials with you when you leave the Testing Center. This includes the test, answers, charts, scratch paper. These items will be attached to your test.

Questions? Please visit the Testing Center (A 425) or call 972-273-3160.

COURSE ONLINE COMPONENT
As this is a class with an online component, there are required online study materials and activities that are available on eCampus for the entire semester and accessible almost 24/7. Therefore, access to a computer with Internet access and updated software (available free from Adobe.com) are required. If a student does not have a home computer or Internet, such options as the Student Resource Center located in the North Lake Library or at a local public library are available. Students may also search for other locations with such services.
## Course Schedule

This class begins on **1/26/2015** and ends on **5/14/2015**. The last day to withdraw from class is **4/20/2015**. Please see your instructor before withdrawing.

Class will not meet due to the following holidays:

- **Spring Break (3/9 - 3/13):** 3/9/2015
- **Spring Break (3/9 - 3/13):** 3/13/2015

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## WORD 2013—LEVEL I

When you are told to complete and turn in assignments, save your file and turn it in through email or Blackboard per your instructor’s directions. If your assignment says to turn in multiple steps, you must save each step and turn those in.

<table>
<thead>
<tr>
<th>WEEK 1</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Orientation.</td>
<td></td>
</tr>
<tr>
<td>Read and work through Chapter 1, “Creating, Printing, and Editing Documents,” pp. 3-28.</td>
<td></td>
</tr>
<tr>
<td>Turn in Assessment 1.1, p. 31.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>WEEK 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Turn in Assessment 2.6, p. 58.</td>
<td></td>
</tr>
<tr>
<td>Turn in Assessment 2.7, p. 59.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>WEEK 3</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Turn in Assessment 3.3, p. 87.</td>
<td></td>
</tr>
<tr>
<td>Turn in Assessment 3.6, p. 89.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>WEEK 4</th>
<th></th>
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<tbody>
<tr>
<td>Complete Chapter 4, “Customizing Paragraphs,” pp. 91-122.</td>
<td></td>
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<tr>
<td>Turn in Assessment 4.7, p. 128.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>WEEK 5</th>
<th></th>
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<tbody>
<tr>
<td>Turn in Assessment 5.6, p. 158.</td>
<td></td>
</tr>
<tr>
<td>Turn in Assessment U1.5, pp. 161.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>WEEK 6</th>
<th></th>
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</table>

**ALL STUDENTS**

**COMPLETE PRODUCTION TEST 1.**

<table>
<thead>
<tr>
<th>WEEK 7</th>
<th></th>
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<tbody>
<tr>
<td>Turn in Assessment 7.3, p. 231.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>WEEK 8</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 9</td>
<td><strong>Complete Chapter 8, “Inserting Elements and Navigating in a Document,” pp. 237-259.</strong></td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Turn in Assessment 8.1, pp. 259</td>
</tr>
<tr>
<td></td>
<td><strong>Complete Chapter 9, “Maintaining Documents,” pp. 265-292.</strong></td>
</tr>
<tr>
<td></td>
<td>Turn in Assessment 9.6, p. 294</td>
</tr>
<tr>
<td><strong>ALL STUDENTS</strong></td>
<td>Ask your instructor for the independent project assignment. THIS IS DUE AT THE END OF THE COURSE.</td>
</tr>
<tr>
<td>Week 10</td>
<td><strong>Complete Chapter 10, “Managing and Printing Documents,” pp. 297-322.</strong></td>
</tr>
<tr>
<td></td>
<td>Turn in Assessment 10.2, p. 323</td>
</tr>
<tr>
<td></td>
<td>Turn in Assessment 10.3, pp. 323-324</td>
</tr>
<tr>
<td></td>
<td>Turn in Assessment U2.4, p. 329</td>
</tr>
<tr>
<td></td>
<td>Turn in Assessment U2.8, p. 330-331</td>
</tr>
<tr>
<td><strong>ALL STUDENTS</strong></td>
<td>Complete Production Test 2.</td>
</tr>
<tr>
<td>Week 11</td>
<td><strong>Complete Chapter 11, “Inserting Images,” pp. 337-367.</strong></td>
</tr>
<tr>
<td></td>
<td>Turn in Assessment 11.5, pp. 370</td>
</tr>
<tr>
<td></td>
<td>Turn in Assessment 11.6, p. 372</td>
</tr>
<tr>
<td>Week 12</td>
<td><strong>Complete Chapter 12, “Inserting Shapes and WordArt,” pp. 377-415.</strong></td>
</tr>
<tr>
<td></td>
<td>Turn in Assessment 12.4, p. 417</td>
</tr>
<tr>
<td></td>
<td>Turn in Assessment 12.10, pp. 423</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> Do NOT do the exercise “Merging a Directory” on pp. 541-542. Do NOT do pp. 558-560 on “Adding Fill-in Fields to a Main Document.”</td>
</tr>
<tr>
<td></td>
<td>Turn in Assessment 16.1, pp. 563-564</td>
</tr>
<tr>
<td></td>
<td>Turn in Assessment 16.2, p. 564</td>
</tr>
<tr>
<td></td>
<td>Turn in Assessment 16.3, p. 564</td>
</tr>
<tr>
<td>Week 13</td>
<td><strong>Complete Chapter 13, “Creating Tables,” pp. 425-446.</strong></td>
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<td>Turn in Assessment 13.1, p. 447</td>
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<td>Turn in Assessment 13.2, p. 447-448</td>
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<td><strong>Week 14</strong></td>
<td>Complete Chapter 14, “Enhancing Tables,” pp. 451-478.</td>
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<td>Turn in Assessment 14.2, p. 479-480</td>
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<td>Turn in Assessment 14.8, p. 481</td>
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<tr>
<td><strong>Week 15</strong></td>
<td>Complete Chapter 15, “Creating Charts,” pp. 483-506.</td>
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<td><strong>Week 16</strong></td>
<td>Independent Project Demonstration Day. Attendance is required.</td>
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<tr>
<td>ALL STUDENTS</td>
<td>COMPLETE PRODUCTION TEST 4. TURN IN THE INDEPENDENT PROJECT.</td>
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# Grade Sheet

**Student Name:**

**Section:**

## WORD 2013—LEVEL I

### PROGRESS RECORD

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**ASSESSMENT AVERAGE (39%)**

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<tr>
<td>Production Test 2</td>
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<tr>
<td>Production Test 4</td>
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**PRODUCTION TEST AVERAGE (50%)**

**INDEPENDENT PROJECT (11%)**

**FINAL AVERAGE**

**FINAL GRADE**