

GRANDE PRAIRIE REGIONAL COLLEGE
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Grande Prairie
Regional College

COURSE OUTLINE
OA 1060 A2 WORD 97 A Base Level Course
and
OA1070 WORD 97 An Intermediate Level Course

INSTRUCTOR:

Cindy Gerritsen
Office: C-213
Office Phone: 539-2971
Email: cindygerritsen@GPRC.ab.ca
Office Hours: Monday - Wednesday: 2:30-4:00
Thursday & Friday: 1:00-2:30

TEXT:

Ober, Hanson, Johnson, Rice, Poland, and Rossetti College Keyboarding and Document Processing for Windows, 8th Edition Westerville, OH. Glencoe/McGraw-Hill.

Morrison, Connie A Practical Approach to Microsoft Word 97 for Windows 95 Complete Course. Cincinnati, OH. South-Western Educational Publishing 1998.

Department of Office Administration Formatting Guide

Sabin, Millar, Sine, and Strashok The Gregg Reference Manual, 5th Canadian Edition McGraw Hill Ryerson.

SUPPLIES:

3 disks and disk holder (recommended)
Portfolio binder or folder
Disk Log
Manila file folder and label (legal size)

PREREQUISITE:

None.

**COURSE
DESCRIPTION:**

This course focuses on the word processing skills necessary for the production of professional business documents including letters, memos, reports, envelopes, and tables. Emphasis is on the proficient use of Word 97 to create mailable copy within the deadlines prescribed.

COURSE OBJECTIVES:

The student will be able to:

1. Apply the software program to produce intermediate level office documents in accordance with business standards and within acceptable time limits. (See formatting guide.)
2. Resolve unexpected problems arising from the use of computer hardware and software.
3. Maintain a professional file management system. (See formatting guide.)
4. Start and continually develop materials for an employability skills portfolio.

COURSE CONTENT:

- Ergonomics
- Keyboarding Skill and Accuracy Development
- Information Management and Disk Log Book
- Document Creation
- Selecting and Editing Text
- Moving and Copying Text
- Spell Check, Grammar Check and Thesaurus use
- Formatting Features
- Page Breaks
- Page Numbers
- Headers and Footers
- Footnotes and Endnotes
- Using Help
- Tabs, Indents, Margins
- Memos
- Letters: Envelopes, Multipage, and with Tables
- Reports: Multipage Rough draft, with Lists, with Displays, Styles (APA, MLA)
- Tables: Simple, with Column Headings, with Tables
- Styles
- Sort
- Replace

ATTENDANCE:

Attendance is mandatory. If you are ill, you must notify your instructor. More than 3 missed classes will result in a recommendation of debarred from any exam. On the advice of the instructor and with concurrence of the Department Chair and the Registrar, a student may be debarred from an examination when attendance requirements are not met. Students debarred from an examination on the basis of attendance will be given a grade of zero on the exam.

GRADING:

Daily attendance is essential for successful completion of course material.

Late assignments will receive a penalty of -2 for each day late.

Assignments must be coded in order to receive a grade.

Missed assignments will receive a grade of zero.

If you miss an exam, there are no make-ups. Missed exams MAY be added to the final exam, with permission from the instructor. A missed exam without the instructor's PRIOR knowledge, will receive a grade of zero.

The student is responsible for the maintenance of grade sheets.

Grading continued on next page...

GRADING CONTINUED:

Your final mark will be determined as follows:

OA 1060 MS WORD '97 A Base Level Course		
Assignments	30%	All assignments are graded out of 10 points -3 for format errors and -2 for proofreading errors REFER TO HANDBOOK AND GUIDE.
Tests	20%	All assignments are graded out of 10 points -3 for format errors and -2 for proofreading errors REFER TO HANDBOOK AND GUIDE.
Final Practical Exam (10 Hours)	40%	All tested materials are timed and graded out of 10 points. -3 for format errors and -2 for proofreading errors REFER TO HANDBOOK AND GUIDE.
Employability Skills Portfolio	10%	Credit - No Credit
Total	100%	

OA 1070 MS WORD '97 An Intermediate Level Course		
Assignments	10%	All assignments are graded out of 10 points -3 for format errors and -2 for proofreading errors REFER TO HANDBOOK AND GUIDE.
Tests	10%	All assignments are graded out of 10 points -3 for format errors and -2 for proofreading errors REFER TO HANDBOOK AND GUIDE.
Final Projects I and II	30%	Projects are graded out of 10 points. -3 for format errors and -2 for proofreading errors REFER TO HANDBOOK AND GUIDE.
Final Practical Exam (10 Hours)	40%	All tested materials are timed and graded out of 10 points. -3 for format errors and -2 for proofreading errors REFER TO HANDBOOK AND GUIDE.
Employability Skills Portfolio	10%	Credit - No Credit
Total	100%	

OA 1060/1070 Word '97 A Basic to Intermediate Level Course
 COURSE OUTLINE ADDENDUM
 LEARNING OUTCOMES
 in accordance with
 CANADA COUNCIL'S CRITICAL EMPLOYABILITY SKILLS

Preamble

A review of Canada Council's Critical Employability Skills has produced a set of 22 learning outcomes. In order to enhance the probability that employability skills will be given the emphasis they deserve in this course, these learning outcomes are being included as part of the course outline.

Learning Outcome	Evidence for Employability Skill Portfolio	C=Skill learned in content P= Skill is practiced A= Skill is assessed	Assessment
Compose messages, memos, letters, and short reports, correctly applying the fundamental principles of spelling, grammar and punctuation	Printout of all assignments	C P A	Work timed and graded.
Utilize active listening skills to accurately condense and record verbal information, instructions, and ideas.	All production work and class conduct is	C P	

Select, apply, and adapt computer software tools such as word processing, to business related tasks	Printout of all assignments	C P A	Work timed and graded.
Transfer skills and knowledge of software, technology, and business systems from one situation to another.	Building from basic word processing skill to increase knowledge level of software and related applications	C P	
Achieve business standards for efficiency and quality of work.	Complete perfect letter, memo, and report, for inclusion in Portfolio	C P A	Work timed and graded
Share skills and knowledge with others in formal and informal learning situations.	Teaching others, peer support in assignments	P	