



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE - FALL 2015

OA 1060 – MICROSOFT WORD CORE LEVEL I – 3 (0-0-7.5) 56.25

INSTRUCTOR: Judy Chin **PHONE:** 780.723.5206
OFFICE: West Yellowhead - **E-MAIL:** jchin@gprc.ab.ca
Edson
OFFICE HOURS: M-F 10:00 to 11:20

DELIVERY MODE(S): Lecture/Lab

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS:

- Microsoft Word 2013 Signature Series, RutKosky, Roggenkamp, Paradigm Publishing
- Department of Office Administration Production Exercise Booklet latest edition
- Department of Office Administration Formatting Guide latest edition
- 1 USB drive

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.

LEARNING OUTCOMES:

Upon completion of the course, students will be able to:

1. Produce office documents in accordance with business standards and within acceptable time limits.
2. Maintain a professional file management system.
3. Align and indent paragraphs within the documents.
4. Insert borders and shades to paragraphs and pages.
5. Use tabulations and create sections and columns.
6. Format page background.

COURSE OBJECTIVES:

Upon completion of the course, students will be able to:

1. Produce office documents in accordance with business standards and within acceptable time limits.
2. Resolve unexpected problems arising from the use of computer hardware and software.
3. Maintain a professional file management system.
4. Develop materials for an employability skills portfolio.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Activity	Required Reading
1	Course Outline and Introduction, file management and business documents	
2	Creating, saving, printing and editing document. Selecting text in document	Ch. 1
3	Formatting characters, learn proper formats for business letters and memos	Ch. 2
4	Aligning and Indenting Paragraphs, applying numbering and bulleting	Ch. 3
5	Inserting borders and shading, sort paragraphs of text, setting tabs	Ch. 4
6	Spell check, thesaurus and using the MS translator	Ch. 5
7	Paper size and page orientation, inserting section breaks, creating columns and page background using watermark and page border	Ch. 6
8	OA1060 Final Exam	

EVALUATIONS:

- Key Points Review Pop Quiz 5%
- Assignments & Projects 25%
- Production Quizzes 35%
- Final Exam 35%

GRADING CRITERIA:

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A ⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A ⁻	3.7	80 – 84	FIRST CLASS STANDING
B ⁺	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B ⁻	2.7	70 – 72	
C ⁺	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C ⁻	1.7	60 – 62	
D ⁺	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

STUDENT RESPONSIBILITIES:

Refer to the College Policy on Student Rights and Responsibilities at www.gprc.ab.ca/d/STUDENTRIGHTSRESPONSIBILITIES

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the College Student Misconduct: Academic and Non-Academic Policy at www.gprc.ab.ca/d/STUDENTMISCONDUCT

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

UNIVERSITY TRANSFER (If applicable):

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.**

Please refer to the Alberta Transfer guide for current transfer agreements: www.transferalberta.ca