



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2015

OA 1070 WORD CORE LEVEL II – 3 (0-0-7.5) 56.25 HOURS

INSTRUCTOR: Tashia Lepage

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OFFICE: Hinton

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OFFICE HOURS: By Appointment

PREREQUISITE(S)/COREQUISITE: OA 1060

REQUIRED TEXT/RESOURCE MATERIALS:

Microsoft Word 2013 Signature Series, Rutkosky, Nita St. Paul, MN. Paradigm Publishing Inc.
1 USB drive

College Formatting Guide

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:

7 weeks, 56 hours

DELIVERY MODE(S):

Lab and Lecture

LEARNING OUTCOMES:

Students will demonstrate the ability to:

1. Access and apply a variety of resources and methods to successfully perform proficiency skill sets in MS Word to produce business documents.
2. Communicate knowledge of MS Word.
3. Transfer knowledge and skills to other computer software programs
4. Use MS Word to produce finished documents in accordance with business standards for timely completion, correctness of content and format, professional appearance and creativity.
5. Accept responsibility for backup routines and preventive maintenance routines
6. 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.
7. Students will consistently code documents with the file name and path in the footer of each document (see formatting guide).
8. Accept that unexpected problems will arise from the use of computers and endeavor to resolve those problems in a professional manner.
9. Exhibit ethical behavior with respect to copyright on software, confidentiality, privacy of documents on screen and sharing of files and information.

COURSE OBJECTIVES:

- 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.
- Maintains organization by creating and maintaining an electronic file system that stores documents in folders named to display organization.
- 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.

TRANSFERABILITY:

** 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

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

EVALUATIONS:

Job Success Skills 10%

Job success skills are demonstrated by:

- regular attendance
- punctuality
- timely completion of work,
- maintaining a high standard of work,
- an ability to work both independently and collaboratively, and
- Being present and attentive while in class.
- keeping Instructor OFF mute for distance students

Failure to demonstrate any of these skills will result in a loss of job success skills marks each occurrence. Social networking and cell phone use during class time are not examples of successful job skills and will result in a loss of marks in this area each occurrence.

Key Points Review 15%

Chapter Assessments 25%

Unit 2 Production Test 25%

Unit 3 Production Test 25%

STUDENT RESPONSIBILITIES:

To read, understand and comply with GPRC academic policies.

**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

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COURSE SCHEDULE:

WEEK	TOPIC	CHAPTER
1	Customizing Page Formatting Inserting Elements and Navigating in a document	Chapter 7/8
2	Maintaining Documents Managing and Printing Documents	Chapter 9/10
3	Review Unit 2 Production Test	Chapter 7,8,9,10
4	Inserting Images Using Shapes, WordArt and Advanced Character Formatting	Chapter 11/12
5	Creating Tables Enhancing Tables	Chapter 13/14
6	Creating Charts Review	Chapter 15
7	Unit 3 Production Test	Unit 3