



Grande Prairie Regional College

Office Administration

COURSE OUTLINE – WINTER 2011

OA 1080 Microsoft Word 2007, Core Level III 3 (0-0-5)

Instructor Kelly Coulter

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Office Hours Monday 10:00 – 2:30

Prerequisite(s)/corequisite(s):

OA 1070 or equivalent

Required Text/Resource Materials:

Rutkosky, Nita Microsoft Word 2007 Signature Series, EMC Paradigm Publishing Inc.

Department of Office Administration Formatting Guide

Department Office Administration Production Exercises Booklet

Supplies:

1 USB drive

5 file folders

Description:

This course focuses on core to expert level word processing skills necessary for the production of professional business documents including letters, memos, tables, reports and manuscripts. Emphasis is on the use of Word. Students will complete Word core skill sets and move to expert Word skill sets.

Credit/Contact Hours:

3 credits/ 75 contact hours

Delivery Mode(s):

Lab/Lecture

Objectives:

The student will be able to:

- -Apply the software program to produce expert level office documents in accordance with business standards and within acceptable time limits.
- -Resolve unexpected problems arising from the use of computer hardware and software independently.
- -Use advanced document formatting to format letters, memos, business forms, table newsletters, reports, legal documents, itineraries, news releases and other business documents.

Grading Criteria:

Daily attendance is essential. Although most concepts are covered in class time, not all assignments can be completed in class time. Students are responsible for completing assignments outside of class time whenever necessary. If you are unable to make it to class, you are expected to have a classmate inform you of the work covered that day. More than 3 missed classes, without notice, may result in a recommendation of "Debarred From Exam." (See college calendar, p.42-51)

Assignments & Projects- 25%

- ✓ all marked assignments are graded out of 9
deduct 2 for each keyboarding/spelling error deduct 2 for each formatting error or program application error
- ✓ not all assignments will be assigned a grade
- ✓ missed assignments will not be accepted after marked material has been graded and handed back – you will receive a grade of 1 for the material

Production Quizzes - 20%

- ✓ will consist of unit and topic tests
- ✓ *Tests missed may, by immediate consultation between the student and instructor, be completed at a later date. Failure to contact the instructor will result in a grade of 1*

Midterm Practical Exam: 20%

- ✓ *This will be a 3 day in class production exam.*

Final Practical Exam – 25%

- ✓ Consists of a 5 - 10 hour in class assignment which students will produce finished quality documents applying concepts learned over the course of the semester.
- ✓ This will be a 4 day in class production exam. The test will be written in class and the time designated for your final exam.
- ✓ You may opt to write a MOS exam, which will grant you Microsoft certification, in place of writing your final exam. This mark will count as your final mark and can be in the last week of classes; arrangements must be made with course instructor prior to April 5th.

Job Success Skills - 10 %

- ✓ the student will demonstrate job success skills through:
 - regular attendance and punctuality
 - timely completion of work
 - maintaining a high standard of work

Administrative Technology 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

Department of Office Administration
Policy on Cell Phones and Social Media Applications

Users of cell phones and other personal electronic devices must be attentive to the needs, sensibilities and rights of other members of the College community. The use of these devices must not disrupt the functions of the College overall and its classrooms and labs. Instructors have the right to have strict individual policies related to cell phones in order to provide and maintain a classroom environment that is conducive to learning and the respect of others.

Cell phones, PDA's and pagers must be turned off and placed out of sight in classrooms and computer labs during instructional time. Devices can only be turned on and set to silent mode with the expressed consent of individual instructors. Sending or receiving text messages or gaming on a cell phone during class is not acceptable. .

When class and lectures begin, please refrain from online activities that do not bring value to your learning and content being discussed. Think of personal time online in the same way employers view personal phone calls and emails at work. Instructors may utilize software monitoring programs or limit access to online applications during class time to eliminate distractions at your individual workstations. Instructors may have penalties for violations of this policy.

Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services. See pages 48-49 of the college calendar for plagiarism, cheating and penalties.