



Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE – WINTER 2007

OA 1080 - Microsoft Word 2003, A3 3(0-0-5)

M W F 8:30 - 9:50 in Room A305

| | | | |
|---------------------|----------------------|---------------|--|
| Instructor | Evans Forsyth | Phone | Office 539-2009 |
| Office | C415 | | Residence 532-1031 |
| Office Hours | Tu, Th 11:30 to 1:00 | E-mail | forsyth@gprc.ab.ca |

Prerequisite(s)/:

OA 1060/1070

Required Text/Resource Materials:

Rutkosky, Nita *Microsoft Word 2003 Signature Series*, St. Paul, MN. EMC Paradigm Publishing Inc.

Department of Administrative Technology Advanced Formatting Guide

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 2003. Students will complete Word 2003 core skill sets and move to expert Word 2003 skill sets.

Credit/Contact Hours:

3 credits

75 contact hours

Delivery Mode(s):

Lecture/Lab

Objectives:

After completing OA1080, the student will be able to:

1. Apply the software program to produce expert level 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.

Formatting: Focus is on advanced document formatting in relation to letters, memos, business forms, tables, newsletters, reports, legal documents, itineraries, news releases and other business documents.

Grading Criteria:

Daily attendance is essential! Most concepts are covered in class time, however not all assignments can be completed in class time. Students are responsible for completing assignments outside of class time when necessary. If you are ill, please call your instructor and have a classmate inform you of the work covered that day. More than 3 missed classes may result in a recommendation of "Debarred from Exam." (See College calendar, p. 29)

Assignments & Projects- 20%

- ✓ all marked assignments are graded out of 10
deduct 2 for each keyboarding error
deduct 3 for each formatting error or program application error
- ✓ not all assignments will be assigned a grade
late assignments will not be accepted

Unit Performance Assessments and Production Quizzes - 25%

- ✓ will consist of unit and topic tests

Midterm – 20%

- ✓ may included content from chapter s 14 – 19

Final Practical Exam – 30%

- ✓ The final exam consists of an in class exam where students will produce finished quality documents applying concepts learned over the course of the semester.

Job Success Skills - 5 %

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

Grades will be assigned on the Letter Grading System.

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 |

Plagiarism:

Anyone handing in other student's work as their own will be removed from the course.

Course Specific Classroom Rules:

Generally, the classroom is run in a fairly relaxed manner; this is not intended to be a stressful situation. However, some behaviors are inconsiderate of other students and are not acceptable.

Quiet, private conversations are acceptable; however, conversations that can be heard by other people are distracting and therefore disruptive. Since some people do not realize their voices carry, they will be warned—if the disruption continues they will leave the classroom.

Off-topic conversations, during instruction, make it difficult for people to hear and will lead to an immediate invitation to leave the classroom.

Questions on content being covered are essential and greatly appreciated. However, off-topic questions, when content is being covered (is the exam multiple-choice/open book/when is it, telling the instructor you will be missing a future class, etc), may disrupt the sequence of instruction and will not be answered. These questions need to be asked; time will be set aside for them, or they can be asked before or after instructor-led portions of the class.

Course Schedule/ Tentative Timeline:

| <u>Text</u> | <u>Pages</u> | <u>Days</u> | <u>Week</u> | <u>Topic</u> |
|--------------------|---------------------|--------------------|---------------------|---|
| Ch. 14 | 30 | 4 | Jan. 5, 8, 10, 12 | Adding Visual Appeal to Documents |
| Ch. 15 | 18 | 3 | Jan. 15, 17, 19 | Sharing Documents |
| Ch. 16 | 17 | 3 | Jan. 22, 24, 26 | Creating Footnotes and Endnotes |
| Ch. 17 | 25 | 3 | Jan. 29, 31, Feb. 2 | Merging Documents |
| Ch. 18 | 18 | 3 | Feb. 5, 7, 9 | Sorting & Selecting |
| Ch. 19 | 29 | 3 | Feb. 12, 14, 16 | Applying Special Features, Quiz on Mar. 1st |
| | | 2 | Feb. 26, 28 | Review |
| | | 1 | Mar. 2 | Midterm |
| Ch. 20 | 36 | 2 | Mar. 5, 7 | Adding Visual Elements |
| Ch. 21 | 21 | 1.5 | Mar. 9, 12 | Using Word Art |
| | | 0.5 | Mar. 12 | Review |
| | | 1 | Mar. 14 | Ch 20 and 21 quiz |
| Ch. 22 | 27 | 2 | Mar. 16, 19 | Creating & Modifying Styles |
| Ch. 23 | 21 | 1.5 | Mar. 21, 23 | Formatting with Macros |
| | | 0.5 | Mar. 23 | Review |
| | | 1 | Mar. 26 | Ch 22 and 23 quiz |
| Ch. 25 | 30 | 2 | Mar. 28, 30 | Creating Specialized Tables & Indexes |
| Ch. 26 | 19 | 2 | Apr. 2, 4 | Preparing Forms |
| All Chapters | | 1 | Apr. 9 | Ch 25 and 26 quiz and Review for Final Exam |
| All Chapters | | 3 | Apr. 11 - 13 | Begin (in class) Final Exam, Wrap-up During Exam Week |

Examinations:

There will be chapter quizzes.

ADMINISTRATIVE TECHNOLOGY COURSE POLICY

1. Attendance is required and will be taken at each class. If you are ill, please call your instructor. More than 3 missed classes may result in a recommendation of "Debarred from Exam." (See College calendar, p. 36)
2. In-class tests, mid-terms, and final exams must be completed at the scheduled times. Alternate or individualized examination times will not be considered. Failure to complete examinations at the scheduled times will result in a grade of zero (0).
3. If you miss a class, have a classmate call you with your assignments. You are responsible for any work missed.
4. Assignments are due on the dates set by the instructor. Assignments may be handed in early, but only in exceptional circumstances may assignments be handed in late.
5. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment. Some of these assignments may be unannounced before that date. This policy may change from course to course.
6. Plagiarism will not be tolerated.
7. All assignments must be completed in order to write the final exam and complete the course.
8. Keep your work up-to-date. If you are absent, phone your study partner to find out what work you missed.

Study Partner's Name _____

Study Partner's Phone Number _____

Read your Rights & Responsibilities - College Calendar.

Winter 2007