



Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE – WINTER 2008

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

Instructor Garth Finlay

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Office Tuesday, Thursday 2:30 – 4:00

Hours Or By Appointment

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 Administration Technology Formatting Guide

Department of Administrative Technology Production Exercises Booklet

Supplies:

1 USB drive

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 ill, you are expected to call or e-mail me and have a classmate inform you of the work covered that day. More than 3 missed classes may result in recommendation of "Debarred From Exam." (See college calendar, p.40)

Business Documents: 10%

- Business documents will be graded according to the Formatting Guide.
- All marked assignments are graded out of 10
Deduct 2 for each error.
- Late or missed assignments will receive a grade of 0 unless the instructor has been notified before the deadline.

Assignments: 10%

- All marked assignments are graded out of 10
Deduct 2 for each error.
- Not all assignments will be assigned a grade.
- Late or missed assignments will receive a grade of 0 unless the instructor has been notified before the deadline.

Production Quizzes: 20%

- Will consist of unit and topic tests.

Midterm Practical Exam: 20%

- This will be a 3 day in class production exam starting March 3.

Final Practical Exam: 30%

- This will be a 4 day in class production exam starting April 7.

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 and an ability to work both independently and collaboratively.

Department of Administrative Technology**Policy on Cell Phones and Other Personal Electronic Devices**

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. In addition, cell phones and other personal electronic devices incorporating cameras must be turned off and out of sight in any area in which individuals have reasonable expectations of privacy. This includes classrooms and computer labs.

Some instructors may have penalties for violations. If cell phones, pagers, calculators, recorders, digital cameras, PDA's MP3 players or other personal electronic devices are used inappropriately for the purposes of cheating or

academic dishonesty, then students who do so will be penalized appropriately under the Academic Honesty policy of Grande Prairie Regional College. 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

Course Schedule/Timeline:

Week	Activity	Required Reading	Assignment
January 4	Course Introduction, File Management Refresher		
January 7 – 11	Creating Charts Merging Documents	Ch. 15 - Ch. 16	Assessments 1 – 5 (p. 442 – 444) Due January 14.
January 14 – 18	Sorting and Selecting Chapter 15 – 17 Production Quiz	Ch. 17	Assessments 1 – 4 (p. 463 – 464). Use Avery 5360 labels provided. Due January 18.
January 21 – 25	Managing Lists	Ch. 18	Assessments 1 – 2 (p. 487 – 488) Due January 28.

Week	Activity	Required Reading	Assignment
January 28 – February 1	Managing Page Numbers, Headers and Footers Chapter 18 - 19 Production Quiz	Ch. 19	Assessments 1 – 4 (p. 509 – 510) Due February 1.
February 4 – 6	Managing Shared Documents	Ch. 20	Assessments 1 – 4 (p. 535 – 537) Due February 11.
February 11 – 15	Customizing AutoCorrect and Word Options Customizing Themes Chapter 20 - 23 Production Quiz	Ch. 22 – 23	Assessments 1 – 2 (p.610) Due February 15.
February 25 – 27	Formatting with Styles	Ch. 24	Assessments 1 – 2 (p.629 – 630) Due March 3.
March 3 – 7	Midterm	Ch. 15 – 24	
March 10 – 14	Protecting and Preparing Documents Inserting Endnotes, Footnotes and References	Ch. 25 – 26	Assessments 1 – 2 (p. 686 – 688) Due March 17.
March 17 – 21	Creating Indexes Chapter 25 - 27 Production Quiz	Ch. 27	Assessments 1 – 2 (p.706 – 707) Due March 21.
March 24 – 28	Creating Specialized Tables	Ch. 28	Assessments 1 – 2 (p.731) Due March 31.
March 31 – April 4	Creating Forms Chapter 28 - 29 Production Quiz	Ch. 29	Assessments 1 – 2 (p. 755 – 757) Due April 4.
April 7 – 11	Final Exam	Ch. 1 – 29	
Final Exam Date to be Determined			

Examinations:

There will be a chapter exam after every other chapter has been covered.
The midterm and final exam will be in class production exams.

Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services. See pages 44-55 of the college calendar for plagiarism, cheating and penalties.