



Grande Prairie Regional College

Office Administration

COURSE OUTLINE – WINTER 2009

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

Instructor Garth Finlay

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Office Hours Monday 10:00 – 12:00
Tue. & Thur. 9:00 – 9:50
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 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.44)

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: 25%

- Will consist of unit and topic tests.

Midterm Practical Exam: 25%

- This will be a 3 day in class production exam starting February 9.

Final Practical Exam: 30%

- This will be a 4 day in class production exam starting April 6. The test will be written in class on April 6, 8, 13 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 written any time starting April 6.

Department of Office Administration**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:

Day	Activity	Required Reading	Assignment
January 6-9	Course Introduction, File Management, Merging Documents	Ch. 16	Production Exercise Booklet Merge 7, 8, 9 & 11 <u>Due January 16</u>
12-16	Sorting and Selecting	Ch. 17	Assessments 1 – 4 (p. 463 – 464). Use Avery 5160 labels provided. <u>Due January 16</u>
19-21	Managing Lists	Ch. 18	Assessments 1 – 2 (p. 487 – 488) <u>Due January 26</u>
23	Chapter 16 – 18 Production Quiz		Chapter 16 – 18 Production Quiz

Day	Activity	Required Reading	Assignment
January 26-30	Managing Page Numbers, Headers and Footers	Ch.19	Assessments 1 – 4 (p. 509 – 510) <u>Due January 30</u>
February 2-6	Managing Shared Documents	Ch. 20	Assessments 1 – 4 (p. 535 – 537) <u>Due February 6</u>
9-13	Midterm	Ch. 1 – 20	Midterm
16-20	Reading Week		
23-25	Inserting and Customizing Quick Parts, Customizing AutoCorrect and Word Options, Customizing Themes	Ch. 21 – 23	Assessments 1 – 2 (p.566 – 567) Assessments 1 – 2 (p.510) <u>Due March 2</u>
27	Classes Cancelled		
March 2-6	Formatting with Styles, Protecting and Preparing Documents Chapter 21 – 25 Production Quiz	Ch. 24 – 25	Assessments 1 – 2 (p.629 – 630) Assessments 1 – 2 (p.656 – 657) <u>Due March 2</u> Chapter 21 -25 Production Quiz
9-13	Inserting Endnotes, Footnotes and References; Creating Indexes	Ch. 26 – 27	Assessments 1 – 2 (p.686 – 688) Assessments 1 – 2 (p.706 – 707) <u>Due March 16</u>
16-20	Creating Specialized Tables Chapter 26 – 28 Production Quiz	Ch. 28	Assessments 1 – 2 (p.731) <u>Due March 20</u> Chapter 26 – 28 Production Quiz
23-27	Creating Forms	Ch. 29	Assessments 1 – 2 (p.755 – 757) <u>Due March 27</u>
March 30 – April 3	Creating Forms with Legacy Tools	Ch. 30	Assessments 1 – 2 (p.774 – 777) <u>Due April 3</u>
6-8	Using Outline View and Formatting with Macros	Ch. 31	Assessment 4 – 6 (p.812 – 814) <u>Due April 8</u>
10	Good Friday		
14	Final Exam	Ch. 1 – 31	Final Exam
Final Exam Date To Be Determined			

Examinations:

There will be a 2 chapter production exams

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 48-49 of the college calendar for plagiarism, cheating and penalties.