



**DEPARTMENT OF OFFICE ADMINISTRATION**

**COURSE OUTLINE – WINTER 2014**

**OA 1080 MICROSOFT WORD CORE LEVEL III – 3 (0-0-5)**

<b>INSTRUCTOR:</b>	Garth Finlay	<b>PHONE:</b>	780-539-2988
<b>OFFICE:</b>	E309	<b>Text:</b>	780-897-0306
<b>OFFICE</b>	Tuesday, Thursday	<b>E-MAIL:</b>	gfinlay@gprc.ab.ca
<b>HOURS:</b>	10:00 – 11:30 or by appointment		

**PREREQUISITE(S)/COREQUISITE:**

OA1070

**REQUIRED TEXT/RESOURCE MATERIALS:**

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

Snap 2013 Web-Based Training and Assessment

Department of Office Administration Production Exercise Booklet

Department of Office Administration Formatting Guide

1 USB drive

**CALENDAR 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/5 contact hours

**DELIVERY MODE(S):**

Lecture/Lab

**OBJECTIVES (OPTIONAL):**

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:**

Chapter Assignments (SNAP)	10%	Chapter Quizzes	10%
Production Documents	10%	Job Success Skills	10%
Midterm	20%	MOS Practice Test (Mandatory)	10%
Final OR MOS Test	30%		

**JOB SUCCESS SKILLS**

Job success skills are demonstrated through regular attendance and 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. 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.

## **LATE ASSIGNMENTS**

Labs/cases, and assignments will not be accepted late unless prior arrangement has been made with your instructor. Any late assignment will receive an automatic deduction of 25% plus 10% for each day it is late. It is your responsibility as a student to keep track of deadlines and hand projects in on time. If a deadline cannot be made for whatever reason, arrangements must be made before the original deadline and a new deadline will be arranged for this exception only.

**\*\*Each assignment must be completed and submitted in order to pass the course. Any missed assignments must be made up before the end of the course.\*\***

## **RETURNING ASSIGNMENTS**

Each assignment will be returned in class one time only. If you are not present when assignments are returned you must pick them up on your own time in E309. Any unclaimed assignments will receive a grade of 0% at the end of the semester.

## **STATEMENT ON PLAGIARISM AND CHEATING:**

Refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at [www.gprc.ab.ca/about/administration/policies/\\*\\*](http://www.gprc.ab.ca/about/administration/policies/**)

**\*\*Note:** all Academic and Administrative policies are available on the same page.

## **Office Administration Final Exam Conflict Policy**

Page 41 of the college calendar under Student Academic Regulations states that “Where students make plans that might interfere with their ability to attend a scheduled examination, the College is not obliged to provide an alternate examination time”. However, under extenuating circumstances where a student has a time conflict, that cannot be easily changed, with the final exam an accommodation may be requested. Your request for an exam accommodation will be considered by the Exam Conflict Committee, comprised of Office Administration faculty, if the following conditions have been met:

1. The student must be passing the course at the time of the request.
2. The request must be made no later than one week after the final exam schedule has been posted.
3. The request must be submitted in writing to the chair of the department.

Further documentation may be required.

**GRANDE PRAIRIE REGIONAL COLLEGE****GRADING CONVERSION CHART**

<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4.0</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4.0</b>	<b>85 – 89</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>80 – 84</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>77 – 79</b>	
<b>B</b>	<b>3.0</b>	<b>73 – 76</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>70 – 72</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2.0</b>	<b>63 – 66</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 62</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1.0</b>	<b>50 – 54</b>	
<b>F</b>	<b>0.0</b>	<b>0 – 49</b>	<b>FAIL</b>
<b>WF</b>	<b>0.0</b>	<b>0</b>	<b>FAIL, withdrawal after the deadline</b>

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

<b>Week</b>	<b>Activity</b>	<b>Assignment</b>
January 6 – 10	Chapter 20 Managing Shared Documents	Ch.20 Grade-It Assessments 1-4 Production Book Memos 15-17 <u>Due Jan. 13</u>
13-17	Chapter 25 Protecting and Preparing Documents Chapter 16 Merging Documents	Ch.25 Grade-It Assessments 1-2 Text Assessment 3 <u>Due Jan. 16</u> Ch.16 Grade-It Assessments 1-5 Production Book Merging Docs 1-3 <u>Due Jan. 23</u>
20-24	Chapter 17 Sorting and Selecting	Ch.17 Grade-It Assessments 1-2 Text Assessments 3-4 (Use correct letter formatting) Production Book Merging Docs 4-6 <u>Due Jan. 28</u>
27-31	Chapter 18 Managing Lists	Ch.18 Grade-It Assessments 1-2, 5 Text Assessment 3 <b>Ch. 16-18 Production Quiz</b>
February 3-7	Chapter 19 Managing Page Numbers, Headers, and Footers	Ch.19 Grade-It Assessments 1-3 Production Book Memos 7, 8, 13 <u>Due Feb. 6</u>
10-14	Midterm	
17-21	Reading week. No classes.	
24-28	Chapter 21 Inserting and Customizing Quick Parts Chapter 22 Customizing AutoCorrect and Word Options	Ch.21 Grade-It Assessments 1-2 <u>Due Feb. 27</u> Ch.22 Assessments 1-3(Call Garth over to observe your Auto Correct Options and changes to your Toolbar and Ribbon) Production Book Merging Docs 7-8 <u>Due Mar. 4</u>
March 3-7	Chapter 23 Customizing Themes	Ch.23 Grade-It Assessments 1-2 <u>Due Mar. 10</u>

Week	Activity	Assignment
March 10-14	Chapter 24 Creating and Managing Styles Chapter 26 Inserting, Endnotes, Footnotes, and References	Ch.24 Grade-It Assessments 1-2 <u>Due Mar. 13</u> Production Book Memos 18-19 <b>Ch. 16-24 Production Quiz</b> Ch.26 Grade-It Assessments 1-2 Text Assessment 3 <u>Due Mar. 18</u>
17-21	Chapter 27 Creating Indexes	Ch.27 Grade-It Assessments 1-2 Production Book Letters 5, 7 Production Book Merging Docs 11-12 <u>Due Mar. 24</u>
24-28	Chapter 28 Creating Specialized Tables Chapter 29 Creating Forms	Ch.28 Grade-It Assessments 1-3 Text Assessment 4 <u>Due Mar. 27</u> <b>Ch. 16-28 Production Quiz</b> Ch.29 Grade-It Assessments 1A, 1B, 3A, 3B, 4A, 4B <u>Due Apr. 1</u>
Mar. 31-Apr. 4	Chapter 30 Using Outline View and Formatting with Macros	Ch.30 Grade-It Assessments 1-2, 4 Production Book Forms 1-3 <u>Due Apr. 4</u>
7-11	Final Exam	
14-15	Final Exam	