



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE –WINTER 2013

OA 1080 –MICROSOFT WORD CORE LEVEL III 3(0-0-5) 75 HOURS

INSTRUCTOR: Tashia Lepage **PHONE:** 780-865-7666
OFFICE: Hinton campus **E-MAIL:** Tlepage@gprc.ab.ca

OFFICE HOURS: By appointment

PREREQUISITE(S)/COREQUISITE: OA 1070 or equivalent

REQUIRED TEXT/RESOURCE MATERIALS:

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

1 USB drive

3 File Folders

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/75 contact hours

DELIVERY MODE(S):

Lab and 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.

TRANSFERABILITY:

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS:

Key Point Review from text	10%
Chapter Assignments	15%
Unit Tests	
Unit 4	15%
Unit 5	15%
Unit 6	15%
Final Exam/Production	30%

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 10% 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.

GRADING CRITERIA:

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

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/**

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

TENTATIVE TIMELINE:

COURSE SCHEDULE/TENTATIVE TIMELINE: Week of	Activity	Assignment
January 7 – 10	Chapter 16 Merging Documents	Assessments 1-4
13 – 17	Chapter 17 Managing Lists	Assessments 1-3
20 – 24	Chapter 18 Sorting and Selecting; Finding and Replacing Data	Assessments 1-4
27 – 31	Chapter 19 Managing Page Numbers, Headers, and Footers	Assessments 1-4
February 3 – 7	Chapter 20 Managing Shared Documents	Assessments 1-5
10 - 14	Chapter 21 Inserting and Customizing Quick Parts	Unit 4 Test Ch.21 Assessments 1-2
17 – 21	Reading week. No classes.	
24 – 28	Chapter 22 Customizing AutoCorrect and Word Options	Ch.22 Assessments 1-3
March 3 - 7	Chapter 23 Customizing Themes Chapter 24 Creating and Managing Styles	Ch.23 Assessments 1-2 Ch.24 Assessments 1-4
10 – 14	Chapter 25 Protecting and Preparing Documents	Assessments 1-3 Unit 5 Test
17 – 21	Chapter 26 Inserting, Endnotes, Footnotes, and References Chapter 27 Creating Indexes	Ch.26 Assessments 1-3 Ch.27 Assessments 1-2

24 – 28	Chapter 28 Creating Specialized Tables	Assessments 1,3,4,5
31 - April 4	Chapter 29 Creating Forms Chapter 30 Using Outline View and Formatting with Macros	Ch.29 Assessments 1-4 Ch.30 Assessments 1-5
7 – 11	Unit 6 Test	
14 – 18	Final Exam Review	