



**DEPARTMENT OF OFFICE ADMINISTRATION**

**COURSE OUTLINE – WINTER 2015**

**OA 1080 MICROSOFT WORD, CORE LEVEL III – 3(3-0-4.5-) 67.5 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. Credit will be granted for one of OA1080 or OA2280.

**REQUIRED TEXT/RESOURCE MATERIALS:**

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

1 USB drive

College Formatting Guide

**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 67.5 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:

Job Success Skills 10%

Job success skills are demonstrated by:

- regular attendance
- 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.
- keeping Instructor OFF mute for distance students

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.

Chapter Quizzes 10%

Key Points Review 5%

Chapter Assessments 15%

Unit Assessments/Productions

Unit 4 20%

Unit 5 20%

Unit 6 20%

## GRADING CRITERIA:

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A <sup>+</sup>	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A <sup>-</sup>	3.7	80 – 84	FIRST CLASS STANDING
B <sup>+</sup>	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B <sup>-</sup>	2.7	70 – 72	
C <sup>+</sup>	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C <sup>-</sup>	1.7	60 – 62	
D <sup>+</sup>	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

### LATE ASSIGNMENTS

Assessments 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, up to 1 week. 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.

## STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the College Policy on Student Misconduct: Plagiarism and Cheating at

[https://www.gprc.ab.ca/files/forms\\_documents/Student\\_Misconduct.pdf](https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf)

\*\*Note: all Academic and Administrative policies are available at

<https://www.gprc.ab.ca/about/administration/policies/>

## COURSE SCHEDULE/TENTATIVE TIMELINE:

Week of	Activity	Assignment
Jan 6-9	Chapter 16 Merging Documents	Assessment 1-4
12-16	Chapter 17 Managing Lists	Assessment 1-3
19-23	Chapter 18 Sorting and Selecting; Finding and Replacing Data	Assessment 1-4
26-30	Chapter 19 Managing page numbers, Headers and Footers	Assessment 1-4
<b>FEB 2-6</b>	Chapter 20 Managing Shared Documents	Assessment 1-5
9-13	Chapter 21 Inserting and Customizing Quick parts	<b>Unit 4 Production Test</b> Assessment 1-2
16-20	Reading Week	
23-27	Chapter 22 Customizing Autocorrect and Word options	Assessment 1-3
<b>MARCH 2-6</b>	Chapter 23 Customizing Themes Chapter 24 Creating and Managing Styles	Assessment 1, 2 Assessment 1-4

9-13	Chapter 25 Protecting and Preparing Documents	Assessment 1-3 <b>Unit 5 Production Test</b>
16-20	Chapter 26 Inserting Endnotes, Footnotes and references Chapter 27 Creating Indexes	Assessment 1-3 Assessment 1, 2
23-27	Chapter 28 Creating Specialized tables	Assessment 1,3,4,5
<b>MARCH 30-APRIL 3</b>	Chapter 29 Creating Forms Chapter 30 Using Outline View and Formatting with Macros	Assessment 1-4 Assessment 1-5
APRIL 6-10		Review
13-17		<b>Unit 6 Production Test</b>