



Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE – WINTER 2006

Microsoft Word 2003, OA 1080 A3 3(0-0-5)

MWF 10:00 -11:20

Room A305

Instructor Cara Leaf

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Office C411

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Office Hours MWF 8:30-9:50

Prerequisite(s)/:

OA 1060/1070

Required Text/Resource Materials:

Rutkosky,Nita *Microsoft Word 2003 Signature Series*, St. Paul, MN. EMC Paradigm Publishing Inc.

Department of Administrative Technology Advanced Formatting Guide

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 2003. Students will complete Word 2003 core skill sets and move to expert Word 2003 skill sets.

Credit/Contact Hours:

3 credits

75 contact hours

Delivery Mode(s): Lecture/Lab

Objectives:

The student will be able to:

1. Apply the software program to produce expert level office documents in accordance with business standards and within acceptable time limits.
2. Resolve unexpected problems arising from the use of computer hardware and software.

Formatting: Focus is on advanced document formatting in relation to letters, memos, business forms, tables, newsletters, reports, legal documents, itineraries, news releases and other business documents.

Grading Criteria:

Daily attendance is essential! Most concepts are covered in class time, however not all assignments can be completed in class time. Students are responsible for completing assignments outside of class time when necessary. If you are ill, please call your instructor and have a classmate inform you of the work covered that day. More than 3 missed classes may result in a recommendation of "Debarred from Exam." (See College calendar, p. 29)

Assignments & Projects- 20%

- ✓ all marked assignments are graded out of 10
deduct 2 for each keyboarding error
deduct 3 for each formatting error or program application error
- ✓ not all assignments will be assigned a grade
missed assignments will not be accepted after marked material has been graded and handed back

Unit Performance Assessments and Production Quizzes - 25%

- ✓ will consist of unit and topic tests

Midterm – 20%

- ✓ may included content from chapter s 14 – 19

Final Practical Exam – 30%

The final exam consists of a 5 - 10 hour in class exam where students will produce finished quality documents applying concepts learned over the course of the semester.

Job Success Skills - 5 %

- ✓ the student will demonstrate job success skills through:
regular attendance and punctuality
timely completion of work
maintaining a high standard of work

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/ Tentative Timeline:

<u>Week</u>	<u>Topic</u>	<u>Required Reading</u>
Jan. 6-13	Adding Visual Appeal to Documents	Ch. 14
Jan. 16-20	Sharing Documents	Ch. 15
Jan. 23-27	Creating Footnotes and Endnotes	Ch. 16
Jan. 30-Feb. 3	Merging Documents	Ch. 17
Feb. 6-10	Sorting & Selecting	Ch. 18
Feb. 13-17	Applying Special Features	Ch. 19
Feb 27	Midterm	
Mar. 01- 03	Adding Visual Elements	Ch. 20
Mar. 6-10	Using Word Art & Creating & Modifying Styles	Ch. 21 & Ch. 22
Mar. 13-17	Formatting with Macros	Ch. 23
Mar. 20-24	Creating Specialized Tables & Indexes	Ch. 25
Mar. 27-31	Preparing Forms	Ch. 26
Apr. 3- 7	Working with Shared Documents	Ch, 27
Apr. 10-14	Begin (in class) Final Exam	

Examinations:

There will be a chapter quiz scheduled every Friday.

Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services.