



Grande Prairie Regional College

Department of Office Administration

COURSE OUTLINE – WINTER 2011

OA 2280 M3 Microsoft Word 2007, Expert Level 3 (0-0-5)

February 28th – April 12th

Instructor	Wendy Campeau	Phone	(780) 539-2988
Office	C209	Email	wcampeau@gprc.ab.ca
Office Hours	M/W: 11:30am – 1:00pm Or by appointment	Class	M/W: 1:00 – 2:50 F: 11:30 – 12:50 Rm. A305

Prerequisite(s)/Co-requisite(s):

Credit will be granted for OA2280

Required Text/Resource Materials:

- 1) Rutkosky, Nita. *Microsoft Word 2007 Signature Series*, EMC Paradigm Publishing Inc.
- 2) *Department of Office Administration Formatting Guide*
- 3) *Department of Office Administration Production Exercises Booklet*

Description:

Students will learn to use a common word processing software program as a tool for composition and formatting of business documents. Emphasis will be placed on strategies used to learn the software and transfer the learning to other computer programs. Students will be expected to integrate their learning of software functions with the knowledge of business formats to produce professional-looking documents that adhere to standards expected in the workplace.

Credit/Contact Hours:

3 credits/ 75 contact hours

Delivery Mode(s):

Lab/Lecture

Objectives:

Upon completion of the course students will obtain the following skills:

- 1) Apply the software program to produce 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 independently.
- 3) 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. More than 3 missed classes, without notice, may result in a recommendation of "Debarred From Exam." (See college calendar, p. 44)

Business Documents

6%

- Business documents will be graded according to the Formatting Guide.
- All marked assignments are graded out of 10. Deduct 2 for each error.

Chapter Assignments

42%

- All marked assignments are graded out of 10. Deduct 2 for each error.

Production Quizzes

22%

Final Practical Exam

30%

- Successful completion of the MOS Exam = A+ exam grade will be assessed. There is a cost component to the MOS Exam and exams must be booked with Grace Walton gwalton@gprc.ab.ca and payment is due prior to writing the exam. MOS Exams are 45 minutes in length and students will receive a MOS Certificate from Microsoft which is a globally recognized certification.

Late Assignments:

Late assignments will result in a grade of 0 unless prior arrangement has been made with your instructor. 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 deadline** and a new deadline will be arranged for this exception only (medical or other documentation may be asked to be provided).

Statement on Plagiarism:

Plagiarism is unacceptable and the penalty is severe. It can result in a forced withdrawal from the college and a permanent record on your transcript, or an automatic failing grade in the course. (See college calendar, p.44-45)

Department of Office Administration

Policy on Cell Phones, Other Personal Electronic Devices & Social Media:

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.

When class and lectures begin, please refrain from online activities that do not bring value to your learning and content being discussed. Think of personal time online in the same way employers view personal phone calls and emails at work. Instructors may utilize software monitoring programs or limit access to online applications during class time to eliminate distractions at your individual workstations. Instructors may have penalties for violations of this policy.

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.

**Office Administration
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:

Week	Date	Activity	Required Reading	Assignment
8	Feb. 21 – 25	Winter Break – No Classes		
9	Feb. 28 – Mar. 4	- Merging Documents; Sorting & Selecting	- Chapters 16 & 17	Assignment #16 – Due Wed. Mar. 2 - Assessments 1 – 5 pg. 442 – 444 Assignment #17 – Due Fri. Mar. 4 - Assessments 1 – 3 pg. 463 – 464 Business Documents #5 – Due Sun. Mar. 6 - Merge 1 – 3
10	Mar. 7 – 11	- Managing Lists; Managing Page Numbers, Headers, & Footers; Managing Shared Documents	- Chapters 18 – 20	Assignment #18 – Due Wed. Mar. 9 - Assessments 1 – 2 pg. 487 – 488 Assignment #19 – Due Fri. Mar. 11 - Assessments 1 – 4 pg. 509 – 510 Assignment #20 – Due Sun. Mar. 13 - Assessments 1 – 4 pg. 535 – 537 Business Documents #6 – Due Sun. Mar. 15 - 2-pg letters
11	Mar. 14 – 18	- Inserting & Customizing Quick Parts; Customizing AutoCorrect & Word Options; Customizing Themes	- Chapters 21 – 23	Production Quiz Ch 1 – 20: Tues. Mar. 15 Assignment #21 – Due Fri. Mar. 18 - Assessments 1 – 2 pg. 566 – 567 Assignment #22 – Due Sun. Mar. 20 - Assessments 1 – 2 pg. 588 – 590 Assignment #23 – Due Sun. Mar. 20 - Assessments 1 pg. 610
12	Mar. 21 – 25	- Formatting with Styles; Protecting & Preparing Documents	- Chapters 24 – 25	Assignment #24 – Due Wed. Mar. 23 - Assessments 1 pg. 629 Assignment #25 – Due Sun. Mar. 27 Assessments 1 – 3 pg. 656 – 657
13	Mar. 28 – Apr. 1	- Inserting Endnotes, Footnotes, & References; Creating Indexes	- Chapters 26 – 27	Production Quiz Ch 1 – 25: Tues. Mar. 29 Assignment #26 – Due Fri. Apr. 1 - Assessments 1 – 2 pg. 686 – 688 Assignment #27 – Due Sun. Apr. 3 - Assessments 1 – 2 pg. 706 – 707
14	Apr. 4 – 8	- Creating Specialized Tables; Creating Forms	- Chapters 28 – 29	Assignment #28 – Due Wed. Apr. 6 - Assessments 1 – 3 pg. 731 – 732 Assignment #29 – Due Fri. Apr. 8 Assessments 1 – 3 pg. 755 – 758
15	Apr. 11 – 15	- Final MOS Exam	- Chapters 1 – 29	