



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2014

OA 2620 MICROSOFT WORD CORE LEVEL III – 3 (0-0-5)

INSTRUCTOR:	Garth Finlay	PHONE:	780.539.2988
OFFICE:	E309	TEXT	780.897.0306
OFFICE HOURS:	Tuesday, Thursday 10:00 – 11:20 or by appointment	E-MAIL:	gfinlay@gprc.ab.ca

PREREQUISITE(S)/COREQUISITE:

Credit will be granted for OA2620, or OA1060 and 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:

Students will learn to use a common word processing software program as a tool for the 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
(also available by distance delivery)

OBJECTIVES:

The student will be able to:

- Apply the software program to produce 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%	Production Quizzes	20%
Production Documents	10%	Job Success Skills	10%
Midterm	20%	Final	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.

Final grades will be assigned on the Letter Grading System.

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.

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.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Activity	Assignment
January 6 – 10	Course Introduction; File Management Ch. 1 Creating, Printing and Editing Documents	Ch.1 Assessments 1-3 <u>Due Jan. 13</u>
13-17	Ch. 2 Formatting Characters; Ch. 3 Aligning and Indenting Paragraphs	Ch.2 Assessments 1-4 Ch.3 Assessments 1-4 Format Letter 1 & Memo 1 <u>Due Jan. 20</u>
20-24	Ch. 4 Customizing Paragraphs; Ch. 5 Proofing Documents	Ch.4 Grade-It Assessments 1-3 Ch.5 Assessments 1-3, & 5 Format Letters 2,11 & Memos 2-3 <u>Due Jan. 27</u> Ch. 1-5 Production Quiz
27-31	Ch. 6 Formatting Pages Ch. 7 Customizing Page Formatting	Ch.6 Assessments 1-3 Ch.7 Assessments 1-3 Format Letters 3,19 & Memos 6,7 <u>Due Feb. 3</u>
February 3-7	Ch. 8 Inserting Elements and Navigating in a Document; Ch. 9 Maintaining Documents	Ch.8 Assessments 1-2 Ch.9 Assessment 3 <u>Due Feb. 11</u>
10-14	Ch. 10 Managing and Printing Documents	Ch.10 Assessments 1-3 <u>Due Feb. 13</u> Ch. 1-10 Production Quiz
17-21	Reading week. No classes.	
24-28	Midterm	

Week	Activity	Assignment
March 3-7	Ch. 11 Inserting Images	Ch.11 Assessments 1-6 Format Letters 6,7 & Memos 4,5 <u>Due Mar. 6</u>
10-14	Ch. 12 Inserting Shapes and WordArt	Ch. 12 Assessments 2-6 Format Letters 8,14 & Memos 10, 12 <u>Due Mar. 13</u> Ch. 1-12 Production Quiz
17-21	Ch. 13 Creating Tables Ch. 14 Enhancing Tables	Ch.13 Assessments 1-5 Ch.14 Grade-It Assessments 2-5 Format Tables 2, 6, 7, & 8 <u>Due Mar. 24</u>
24-28	Ch. 15 Creating Charts	Ch.15 Assessments 1-4 Format Letter 5, Memo 19, Tables 1, 3 (Use Formulas) <u>Due Mar. 27</u> Ch. 1-15 Production Quiz
Mar. 31-Apr. 4	Ch. 16 Merging Documents	Ch.16 Assessments 1-5 Merge Docs 2, 3, & 5 <u>Due Apr. 3</u>
7-11	Final Production Exam	
14-15	Final Production Exam	