Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE – Fall 2007

OA 1060 A2 – MS Word 2007, Core Level I (3) (0-0-5) 60 Hours

OA 1070 A2 – MS Word 2007, Core Level II (3) (0-0-5) 60 Hours

Instructor	Garth Finlay	**Phone**	539-2988
Office	C209	**E-mail**	gfinlay@gprc.ab.ca
Office Hours	Monday – Thursday 10:00 – 11:15 Or by appointment		

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

Microsoft Word 2007 Signature Series, Rutkosky, Nita St.Paul, MN. Paradigm Publishing Inc.

Department of Administrative Technology Production Exercise Booklet

Department of Administrative Technology Formatting Guide

Supplies:

1 USB drive

Description:

The focus of this course is on core level word processing skills necessary for the production of professional business documents including letters, memos, reports and envelopes. Skills covered include creating, printing and editing documents; formatting characters and using help; formatting paragraphs; formatting documents and sections; maintaining and printing documents; using word tools; manipulating tabs; manipulating text with and between documents; and formatting special features.

Delivery Mode(s):

Lecture/Lab

Objectives:

After completing OA 1060/1070 the student will be able to:

1. Produce intermediate 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.
3. Maintain a professional file management system.
4. Develop materials for an employability skills portfolio.

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. If you are ill, you are expected to call or e-mail me and have a classmate inform you of the work covered that day. More than 3 missed classes may result in recommendation of "Debarred From Exam." (See college calendar, p.40)

Assignments – 30%

- All marked assignments are graded out of 10
  Deduct 2 for each error.
- Not all assignments will be assigned a grade.
- Late or missed assignments will receive a grade of 0

Midterm and Production Quizzes – 30%

- Will consist of unit and topic tests.

Final Practical Exam – 30%

- Consists of a 5 – 10 hour in-class assignment which students will produce finished quality documents applying concepts learned over the course of the semester.

Job Success Skills – 10%

- The student will demonstrate job success skills through regular attendance and punctuality, timely completion of work, maintaining a high standard of work and an ability to work both independently and collaboratively.

Department of Administrative Technology
Policy on Cell Phones and Other Personal Electronic Devices

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.

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.

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

Weekly Schedule (this weekly schedule may not begin until September 17)

Monday	Tuesday	Wednesday	Thursday	Friday
-Introduce Chapter	-Chapter Work	-Chapter Work (Any work handed in on Wednesdays will be handed back before the exam)	-Business Documents	-Chapter Quiz -Chapter work due. -Business Documents due.

Week	Activity	Required Reading	Assignment
Sept 6-7	Course Outline and Introductions. Vista operating system (we may work into next week on this). File management, etc. Introduction to Business Documents		
Sept 10 – 14	Vista operating systems		
Sept 17 – 21	Creating, printing, and editing documents, and formatting characters	Ch. 1 – 2	Ch. 1 Assessments 1-4 Ch. 2 Assessments 1-4 (When writing memos, letters, etc. always use the format in your formatting guide. Heading and typist initials need to be changed in ch.2 assessments.)
Sept 24 – 28	Aligning and indenting paragraphs/ Customizing paragraphs	Ch. 3 - 4	Ch. 3 Assessments 1-4 Ch. 4 Assessments 1-4
Oct 1 – 5	Proofing documents/Midterm review	Ch.5	Ch. 5 Assessments 1-4
Oct 9 – 12	Midterm Exam	Ch. 1 – 5	Midterm will be a four day exam from Oct 9- 12
Oct 15 – 19	Formatting pages	Ch. 6	Ch. 6 Assessments 1-3
Oct 22 – 26	Applying page formatting	Ch. 7	Ch. 7 Assessments 1-4
Oct 29 – Nov 2	Inserting elements and navigating in a document	Ch. 8	Ch. 8 Assessments 1-2
Nov 5 – 9	Maintaining documents	Ch. 9	Ch. 9 Assessments 1-3 (ignore steps 5 and 6 in assessment 1)

Nov 13 – 16	Managing and printing documents	Ch. 10	Ch. 10 Assessments 2-3 (Envelopes will be provided by your instructor, only use them for the assessments. Use Avery A4/A5 W9100 for the labels.)
Nov 19 – 23	Inserting images	Ch. 11	Ch. 11 Assessments 1-5
Nov 26 – 30	Inserting shapes and word art	Ch. 12	Ch. 12 Assessments 1-6
Dec 3 – 7	Final Exam Review/Final Exam	Ch. 1 – 12	Final exam will be a five day exam from Dec 3 – 7, and one day during final exam week which will be determined on a later date.

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)

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