



Grande Prairie Regional College

Office Administration

COURSE OUTLINE – Fall 2011

OA 1060 A2 – MS Word 2010, Core Level I (3) (0-0-5) 60 Hours

OA 1070 A2 – MS Word 2010, Core Level II (3) (0-0-5) 60 Hours

Instructor	Garth Finlay	Phone	780-539-2988
Office	C209	Text	780-897-0306
Office Hours	Mon. 1:30-3:00 Wed. 1:00-2:30 or by appointment	E-mail	gfinlay@gprc.ab.ca

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

Microsoft Word 2010 Signature Series, Rutkosky, Nita St.Paul, MN. Paradigm Publishing Inc.

Department of Office Administration Production Exercise Booklet

Department of Office Administration Formatting Guide

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:

Course Outline Quiz	5%	1060 Final	25%
Assignments	10%	1070 Final	30%
Production Quizzes	20%	Job Success Skills	10%

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.

Department of Office Administration

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.

Late Assignments

Labs/cases, and assignments will not be accepted late 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 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 C209. 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.

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**Office Administration 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 19)

Monday	Tuesday	Wednesday	Thursday	Friday
-Introduce Chapter	-Chapter Work	-Chapter Work	-Business Documents	-Chapter Quiz -Chapter work due. -Business Documents due.

Course Schedule

Week	Activity	Required Reading
Sept. 8, 9	Course Outline and Introductions Windows 7 operating system, file management, and introduction to business documents.	Course Outline
12-16	Creating, Printing, Editing Documents, and Formatting Characters	Ch. 1-2
19-23	Aligning and Indenting Paragraphs/Customizing Paragraphs	Ch. 3-4
26-30	Proofing Documents	Ch. 5
Oct. 3- 7	Midterm Review/Midterm Exam	Midterm will be a four day exam from Oct. 4-7
11-14	Formatting Pages	Ch. 6
17-21	Customizing Page Formatting	Ch. 7
24-28	Inserting Elements and Navigating in a Document	Ch. 8
Oct. 31- Nov. 4	Managing and Printing Documents	Ch.10
7-10	Inserting Images Inserting Shapes and Word Art	Ch. 11 Ch. 12
14-18	Creating Tables	Ch. 13
21-25	Enhancing Tables	Ch. 14
Nov. 28- Dec. 2	Creating Charts	Ch. 15
5-9	Final Exam Review/Final Exam	Final Exam will be a five day exam beginning Dec. 6
Final Exam TBA		