DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2013

OA 1060 – MS WORD 2013, CORE LEVEL I (3) 60 HOURS

OA 1070 – MS WORD 2013, CORE LEVEL II (3) 60 HOURS

INSTRUCTOR: Judy Chin   **PHONE:**   780-723-5206

OFFICE HOURS: M - F 12:30 – 2:10   **E-MAIL:**   jchin@gprc.ab.ca

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS:
- Microsoft Word 2013 Signature Series, RutKosky, Roggenkamp, Paradigm Publishing
- Department of Office Administration Production Exercise Booklet
- Department of Office Administration Formatting Guide 2011-2012
- 1 USB drive

CALENDAR DESCRIPTION:

The focus of this course is on core level work 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; using word tools; manipulating tabs; manipulating text with and between documents; creating charts; and formatting special features.

CREDIT/CONTACT HOURS:

OA 1060 is a 3 credit course – 60 hours

OA 1070 is a 3 credit course – 60 hours

DELIVERY MODE(S): Lecture/Lab

TRANSFERABILITY:

GRADING CRITERIA:

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**

EVALUATIONS:

- Key Points Review from textbook   5%
- Assignments & Projects   20%
- Production Quizzes   20%
- 1060 Final   25%
- 1070 Final   30%

OBJECTIVES:

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

- Produce intermediate level office documents in accordance with business standards and within acceptable time limits.
- Resolve unexpected problems arising from the use of computer hardware and software.
- Maintain a professional file management system.
- Develop materials for an employability skills portfolio.
- Accept that unexpected problems will arise from the use of computers and endeavour to resolve those problems in a professional manner.

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 member 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.

STATEMENT ON PLAGIARISM AND CHEATING:

Please refer to pages 49-50 of the College calendar regarding plagiarism, cheating and the resultant penalties. These are serious issues and will be dealt with severely.

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/assignments 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.