




# Grande Prairie Regional College

Department: Office Administration

## COURSE OUTLINE – Fall 2008

OA 1060 A2 – MS Word 2007, Core Level I (3) (0-0-4) 60 Hours

OA 1070 A2 – MS Word 2007, Core Level II (3) (0-0-4) 60 Hours

|                     |   |               |  |  |
|---------------------|---|---------------|--|--|
| <b>Instructor</b>   | Sharron Barr  | <b>Phone</b>  | 539-2979 (office)<br>397- 6676 (cell)<br>532-9236 (home) |  <p>call me anytime!</p> |
| <b>Office</b>       | A313B or E309   | <b>E-mail</b> | sbarr@gprc.ab.ca   |  |
| <b>Office Hours</b> | Monday – Thursday<br>11: 30 – 1:00<br>Or by appointment Or Drop-in! |               |  |  |

### Prerequisite(s)/corequisite(s):

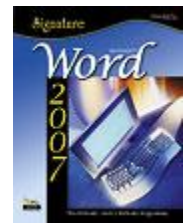
None

### Required Text/Resource Materials:

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

Department of Office Administration Production Exercise Booklet

Department of Office Administration 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 3 for each error.
- Not all assignments will be assigned a grade.
- Late or missed assignments will receive a grade of 0

**Unit Quizzes – 20%**

- Will consist of unit and topic tests.

**Formatting Tests – 20%**

- Will consist of correctly formatting business documents in a timed environment

**Final Practical Exam – 30%**

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

**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.

**Statement on Cheating & Plagiarism:**










Cheating and 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.












Grades will be assigned on the Letter Grading System.










**Office Administration Department  
Grading Conversion Chart**

| <b>Alpha Grade</b> | <b>4-point Equivalent</b> | <b>Percentage Guidelines</b> | <b>Designation</b>          |
|--------------------|---------------------------|------------------------------|-----------------------------|
| <b>A+</b>          | <b>4</b>                  | <b>90 – 100</b>              | <b>EXCELLENT</b>            |
| <b>A</b>           | <b>4</b>                  | <b>35 – 39</b>               |                             |
| <b>A-</b>          | <b>3.7</b>                | <b>30 – 34</b>               | <b>FIRST CLASS STANDING</b> |
| <b>B+</b>          | <b>3.3</b>                | <b>76 – 79</b>               |                             |
| <b>B</b>           | <b>3</b>                  | <b>73 – 75</b>               | <b>GOOD</b>                 |
| <b>B-</b>          | <b>2.7</b>                | <b>70 – 72</b>               |                             |
| <b>C+</b>          | <b>2.3</b>                | <b>67 – 69</b>               | <b>SATISFACTORY</b>         |
| <b>C</b>           | <b>2</b>                  | <b>64 – 66</b>               |                             |
| <b>C-</b>          | <b>1.7</b>                | <b>60 – 63</b>               |                             |
| <b>D+</b>          | <b>1.3</b>                | <b>55 – 59</b>               | <b>MINIMAL PASS</b>         |
| <b>D</b>           | <b>1</b>                  | <b>50 – 54</b>               |                             |
| <b>F</b>           | <b>0</b>                  | <b>0 – 49</b>                | <b>FAIL</b>                 |








| <i>Week</i> | <i>Reading and Assignments</i>  | <i>Requirements Due</i>   |
|-------------|---|---|
| <b>1</b>    | <p> Carefully Read to Understand:</p> <ul style="list-style-type: none"><li>o Course Welcome</li><li>o Course Outline</li><li>o Course Schedule</li></ul> <p> Create Word Core Level Folder on H: drive</p> <p> Copy to your Network Drive H: all data files from Word 2007 text Student Data Files</p> <p> Read text Introduction and Getting Starting</p> <p> Chapter 1 – Creating, Printing and Editing Documents</p> <ul style="list-style-type: none"><li>o DO all exercises and assessments</li><li>o SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments Sheet</b>.</li></ul> <p> Chapter 2 – Formatting Characters</p> <ul style="list-style-type: none"><li>o DO all exercises and assessments</li><li>o SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments Sheet</b></li></ul> | <p>Chapter 1 Graded Chapter Assignments<br/>Due Friday 3 p.m.</p> <p>Chapter 2 Graded Chapter Assignments<br/>Due Friday 3 p.m.</p> |
| <b>2</b>    | <p> SUBMIT REDO's (if any) from Chapter 1 &amp; 2 for grading</p> <p> Chapter 3 – Aligning and Indenting Paragraphs</p> <ul style="list-style-type: none"><li>o DO all exercises and assessments</li><li>o SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments Sheet</b></li></ul> <p> Chapter 4 – Customizing Paragraphs</p> <ul style="list-style-type: none"><li>o DO all exercises and assessments</li><li>o SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments Sheet</b></li></ul>   | <p>Chapter 3 Graded Chapter Assignments<br/>Due Friday 3 p.m.</p> <p>Chapter 4 Graded Chapter Assignments<br/>Due Friday 3 p.m.</p> |

| <b>Week</b> | <b>Reading and Assignments</b>   | <b>Requirements Due</b>   |
|-------------|--|---|
| <b>3</b>    | <p> SUBMIT REDO's (if any) from Chapter 3 &amp; 4 for grading – DUE: 3 p.m. Monday</p> <p> Chapter 5 – Proofing Documents</p> <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> <li>○ SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments Sheet</b></li> </ul> <p> BUSINESS LETTERS – <b>Extra Assignments</b></p> <ul style="list-style-type: none"> <li>○ Reference Formatting Guide and p. 325 of text</li> <li>○ SUBMIT Letters 1 – 5 in specified format.</li> </ul> | <p>Chapter 5 Graded Chapter Assignments<br/>Due Friday 3 p.m.</p> <p>Business Letters 1- 5<br/>Due Friday 3 p.m.</p>  |
| <b>4</b>    | <p> SUBMIT REDO's - DUE: 3 p.m. Monday</p> <p> BUSINESS LETTERS – <b>Extra Assignments</b></p> <ul style="list-style-type: none"> <li>○ Reference Formatting Guide and p. 325 of text</li> <li>○ SUBMIT Letters 6 – 10 in specified format.</li> </ul> <p> BUSINESS MEMOS – <b>Extra Assignments</b></p> <ul style="list-style-type: none"> <li>○ Reference Formatting Guide</li> <li>○ SUBMIT Memos 1- 5 standard memo format.</li> </ul>  | <p>Business Letters Redo's<br/>Due Monday 3 p.m.</p> <p>Business Letters 5 – 10 Due<br/>Friday 3 p.m.</p> <p>Standard Memos 1 – 5 Due<br/>Friday 3 p.m.</p> |

| Week | Reading and Assignments  | Requirements Due   |
|------|--|--|
| 5    |  UNIT 1 (Chapters 1 – 5)   |  |
|      | Test Monday 10 – 11:30 a.m.  |  |
|      |  UNIT TWO Chapter 6 – Formatting Pages <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> <li>○ SUBMIT for grading those assessments listed on <b>Graded Chapter Assignment Sheet</b></li> </ul>  | Chapter 6 Graded Chapter Assignments<br>Due Friday 3 p.m.  |
|      |  BUSINESS LETTERS TEST<br>Wed. 10 – 11:30 a.m.  |  |
| 6    |  BUSINESS MEMOS – <b>Extra Assignments</b> <ul style="list-style-type: none"> <li>○ Reference Formatting Guide</li> <li>○ SUBMIT Memos 6- 10</li> </ul>   | Standard Memos 1 – 5 Redo’s due Monday 3 p.m.              |
|      |  Memo and Chapter 6 Redo’s can be submitted Monday 3 p.m.   | Chapter 6 and Memos 6 – 10 redo’s Monday 3 p.m.            |
|      |  Chapter 7 – Customizing Page Formatting <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> </ul>  SUBMIT for grading those assessments listed on <b>Graded Chapter Assignment Sheet</b> | Chapter 7 & 8 Graded Chapter Assignments Due Friday 3 p.m. |
|      |  Chapter 8 – Inserting Elements and Navigating in a Document <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> <li>○ SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments Sheet</b></li> </ul>   |  |
|      |  STANDARD MEMO TEST    |  |
|      | Wednesday 10 – 11:30 a.m.  |  |

| Week | Reading and Assignments  | Requirements Due   |
|------|--|--|
| 8    | <p> Chapter 7 &amp; 8 Redo's (if any) due Monday 3 p.m.</p> <p> Chapter 9 &amp; 10 &amp; Business Reports</p> <ul style="list-style-type: none"> <li>○ Reference Formatting Guide</li> <li>○ Submit Reports 1 – 3 <b>Extra Assignments</b></li> </ul> <p style="text-align: center;"><b>OA1060 FINAL TEST</b><br/><b>(Grade Submitted)</b></p> <p style="text-align: center;"><b>This a practical timed exam testing students emphasizing formatting of letters and memos.</b></p>   | <p>Chapters 9 &amp; 10<br/>Due Friday, 3 p.m.<br/>Business Reports 1 – 3 due<br/>Friday 3 p.m.</p>         |
| 9    | <p> Chapter 9 &amp; 10 Redo's (if any) due Monday 3 p.m.</p> <p> UNIT TWO TEST <br/>Wednesday &amp; Thursday 10 – 11:30 a.m.</p> <p> Reference Formatting Guide</p> <ul style="list-style-type: none"> <li>○ Submit Reports 4 – 6 <b>Extra Assignments</b></li> </ul> <p> UNIT THREE Chapter 11 – Inserting Images</p> <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> <li>○ SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments Sheet</b></li> </ul> | <p>Business Reports 1 – 3 any redo's can be submitted<br/>Monday 3 p.m.</p>                                |
| 10   | <p> UNIT THREE Chapter 12 – Inserting Shapes and Word Art</p> <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> <li>○ SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments Sheet</b></li> </ul>  | <p>Chapter 11 Redo's due<br/>Monday 3 p.m.<br/>Chapter 12 Graded Chapter Assignments Due Friday 3 p.m.</p> |
| 11   | <p> UNIT THREE Chapter 13 – Creating Tables</p> <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> <li>○ SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments Sheet</b></li> </ul>  | <p>Chapter 12 Redo's due<br/>Monday 3 p.m.<br/>Chapter 13 Graded Chapter Assignments Due Friday 3 p.m.</p> |



| <b>Week</b> | <b>Reading and Assignments</b>  | <b>Requirements Due</b>  |
|-------------|---|--|
| <b>12</b>   | <p> UNIT THREE Chapter 14 – Enhancing Tables</p> <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> <li>○ SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments Sheet</b></li> </ul> <p> Tables – Extra Assignments</p> <ul style="list-style-type: none"> <li>○ DO Tables 1 – 10</li> </ul> | <p>Chapter 13 Redo's due Monday 3 p.m.</p> <p>Chapter 14 assessments assigned for graded due Friday, 3 p.m.</p><br><p>Tables 1 – 10 due Friday, 8 p.m.</p> |
| <b>13</b>   | <p> Chapter 14 and Table redo's due Monday 8 p.m.</p> <p> BUSINESS REPORTS</p> <ul style="list-style-type: none"> <li>○ Reference Formatting Guide &amp; Notes posted on Blackboard</li> <li>○ DO Reports 1 – 6</li> </ul>  | <p>Redo's Monday 3 p.m.</p><br><p>Reports due Friday 3 p.m.</p>  |
| <b>14</b>   | <p> Report redo's due Friday 3 p.m.</p>  |  |
| <b>14</b>   | <hr/> <p> <b>UNIT THREE &amp; REPORTS TEST</b> </p> <p><b>Wednesday &amp; Thursday 10 – 11:30 a.m.</b></p> <hr/>   |  |
| <b>15</b>   | <p style="text-align: center;"><b>FINAL PRACTICAL EXAM</b></p> <p style="text-align: center;"><b>This exam will be 10 hours in length and is scheduled during class time Monday – Friday of Week 15 &amp; 3 hours during on the Final Exam Schedule TBA</b></p>   |  |