



# Grande Prairie Regional College

## Department of Office Administration

### COURSE OUTLINE – WINTER 2011

OA 2620 M3 Microsoft Word 2007, Core Level 3 (0-0-5)

January 6<sup>th</sup> – February 18<sup>th</sup>

<b>Instructor</b>	Wendy Campeau	<b>Phone</b>	(780) 539-2988
<b>Office</b>	C209	<b>Email</b>	<a href="mailto:wcampeau@gprc.ab.ca">wcampeau@gprc.ab.ca</a>
<b>Office Hours</b>	M/W: 11:30am – 1:00pm Or by appointment	<b>Class</b>	M/W: 1:00 – 2:50 F: 11:30 – 12:50 Rm. A305

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#### **Prerequisite(s)/Co-requisite(s):**

Credit will be granted for OA2620, or OA1070 and OA1080

#### **Required Text/Resource Materials:**

- 1) Rutkosky, Nita. *Microsoft Word 2007 Signature Series*, EMC Paradigm Publishing Inc.
- 2) *Department of Office Administration Formatting Guide*
- 3) *Department of Office Administration Production Exercises Booklet*

#### **Description:**

Students will learn to use a common word processing software program as a tool for 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

## **Objectives:**

Upon completion of the course students will obtain the following skills:

- 1) Apply the software program to produce 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 independently.
- 3) Use advanced document formatting to format letters, memos, business forms, table newsletters, reports, legal documents, itineraries, news releases and other business documents.

## **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. More than 3 missed classes, without notice, may result in a recommendation of "Debarred From Exam." (See college calendar, p. 44)

### **Business Documents**

8%

- Business documents will be graded according to the Formatting Guide.
- All marked assignments are graded out of 10. Deduct 2 for each error.

### **Chapter Assignments**

45%

- All marked assignments are graded out of 10. Deduct 2 for each error.

### **Production Quizzes**

22%

### **Final Practical Exam**

25%

- This will be a 3-day in-class production exam starting Tuesday, February 15<sup>th</sup>. The exam will be written in class on February 15<sup>th</sup>, 17<sup>th</sup>, and 18<sup>th</sup>.

## **Late Assignments:**

Late assignments will result in a grade of 0 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 deadline** and a new deadline will be arranged for this exception only (medical or other documentation may be asked to be provided).

## **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.

## **Department of Office Administration**

### **Policy on Cell Phones, Other Personal Electronic Devices & Social Media:**

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.

When class and lectures begin, please refrain from online activities that do not bring value to your learning and content being discussed. Think of personal time online in the same way employers view personal phone calls and emails at work. Instructors may utilize software monitoring programs or limit access to online applications during class time to eliminate distractions at your individual workstations. Instructors may have penalties for violations of this policy.

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.

**Office Administration  
Grading Conversion Chart**

<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
A <sup>+</sup>	4	90 – 100	EXCELLENT
A	4	85 – 89	
A <sup>-</sup>	3.7	80 – 84	FIRST CLASS STANDING
B <sup>+</sup>	3.3	76 – 79	
B	3	73 – 75	GOOD
B <sup>-</sup>	2.7	70 – 72	
C <sup>+</sup>	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C <sup>-</sup>	1.7	60 – 63	
D <sup>+</sup>	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

## Course Schedule/Timeline:

Week	Date	Activity	Required Reading	Assignment
1	Jan. 3 – 7	Course Introduction & Course Outline - File Management; Creating, Printing & Editing Documents	- Chapter 1	<b>Assignment #1 – Due Wed. Jan. 12</b> - Assessments 1 – 3 pg. 26 – 28
2	Jan. 10 – 14	- Formatting Characters; Aligning & Indenting Paragraphs; Customizing Paragraphs	- Chapters 2 – 4	<b>Assignment #2 – Due. Wed. Jan. 12</b> - Assessments 1, 3, 4 pg. 52 – 54 <b>Assignment #3 – Due. Fri. Jan. 14</b> - Assessments 1 – 4 pg. 78 – 80 <b>Assignment #4 – Due. Sun. Jan. 16</b> - Assessments 1 – 3 pg. 106 – 109
3	Jan. 17 – 21	- Proofing Documents; Formatting Pages; Customizing Page Formatting	- Chapters 5 – 7	<b>Assignment #5 – Due Tues. Jan 18</b> - Assessments 1 – 4 pg. 135 – 136 <b>Production Quiz Ch 1 – 5: Thurs. Jan. 20</b> <b>Assignment #6 – Due Fri. Jan. 21</b> - Assessments 1 – 3 pg. 172 <b>Assignment #7 – Due Sun. Jan. 23</b> - Assessments 1 – 4 pg. 199 – 200 <b>Business Documents #1 &amp; 2 – Due Sun. Jan. 23</b> - <i>Business Letters 1 – 10</i> - <i>Business Memos 1 – 10</i>
4	Jan. 24 – 28	- Inserting Elements and Navigating in a Document; Maintaining Documents; Managing & Printing Documents	- Chapters 8 – 10	<b>Assignment #8 – Due Tues. Jan. 25</b> - Assessments 1 – 2 pg. 222 – 223 <b>Assignment #9 – Due Thurs. Jan. 27</b> - Assessment 2 pg. 245 <b>Assignment #10 – Due Fri. Jan. 28</b> - Assessments 1 – 3 pg. 269 – 270 <b>Business Documents #3 – Due Sun. Jan. 23</b> - <i>Business Reports 1 – 6</i>
5	Jan. 31 – Feb. 4	- Inserting Images; Inserting Shapes & WordArt	- Chapters 11 & 12	<b>Production Quiz Ch 1 – 10: Tues. Feb. 1</b> <b>Assignment #11 – Due Thurs. Feb. 3</b> - Assessments 1 – 5 pg. 301 – 303 <b>Assignment #12 – Due Sun. Feb. 6</b> - Assessments 1 – 5 pg. 326 – 330
6	Feb. 7 – 11	- Creating Tables; Enhancing Tables, Creating Charts	- Chapters 13 – 15	<b>Assignment #13 – Due Tues. Feb. 8</b> - Assessments 1 – 5 pg. 351 – 352 <b>Assignment #14 – Due Thurs. Feb. 10</b> - Assessments 1 – 4 pg. 379 – 381 <b>Assignment #15 – Due Fri. Feb. 11</b> - Assessments 1 – 5 pg. 403 – 406 <b>Business Documents #4 – Due Sun. Feb. 13</b> - <i>Tables 1 – 10</i>
7	Feb. 14 – 18	- <b>Final Production Exam OA2620</b>	- Chapters 1 – 15	<b>Final Production Exam OA2620 Feb. 15, Feb 17 &amp; Feb. 18</b>