



Grande Prairie Regional College

Office Administration

COURSE OUTLINE – WINTER 2009

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

Instructor Garth Finlay

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Office Hours Mon. 10:00 - 12:00
Tue. & Thur. 9:00 – 9:50
Or by Appointment

Prerequisite(s)/corequisite(s):

Credit will be granted for OA2620, or OA1070 and OA1080

Required Text/Resource Materials:

Rutkosky, Nita Microsoft Word 2007 Signature Series, EMC Paradigm Publishing Inc.

Department of Administration Technology Formatting Guide

Department of Administrative Technology Production Exercises Booklet

Supplies:

1 USB drive

Description:

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

(also available by distance delivery)

Objectives:

The student will be able to:

-Apply the software program to produce office documents in accordance with business standards and within acceptable time limits.

-Resolve unexpected problems arising from the use of computer hardware and software independently.

-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. If you are unable to make it to class, you are expected to have a classmate inform you of the work covered that day. More than 3 missed classes, without notice, may result in a recommendation of "Debarred From Exam." (See college calendar, p.44)

Business Documents: 10%

- Business documents will be graded according to the Formatting Guide.
- All marked assignments are graded out of 10
Deduct 2 for each error.
- **Late or missed assignments will receive a grade of 0 unless the instructor has been notified before the deadline.**

Assignments: 10%

- 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 unless the instructor has been notified before the deadline.**

Production Quizzes: 25%

- Will consist of unit and topic tests.

Midterm Practical Exam: 25%

- This will be a 3 day in class production exam starting February 9.

Final Practical Exam: 30%

- This will be a 4 day in class production exam starting April 6. The test will be written in class on April 6, 8, 13 and the time designated for your final exam.

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. 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

Course Schedule/Timeline:

Day	Activity	Required Reading	Assignment
January 6-9	Course Introduction; File Management; Creating, Printing and Editing Documents	Ch. 1	Assessments 1 – 3 (p. 26 – 28) <u>Due January 16</u>
12-16	Formatting Characters; Aligning and Indenting Paragraphs	Ch. 2 – Ch. 3	Assessments 1, 3, 4 (p. 52 – 54) Use the formatting guide for formatting information. Assessments 1 – 4 (p. 78 – 80) <u>Due January 19</u>

Day	Activity	Required Reading	Assignment
January 19-21	Customizing Paragraphs; Proofing Documents	Ch. 4 – Ch. 5	Assessments 1 – 3 (p.106 – 109) Assessments 1 – 4 (p. 135 – 136) <u>Due January 26</u>
23	Chapter 1 – 5 Production Quiz		Chapter 1 – 5 Production Quiz
26-30	Formatting Pages	Ch. 6	Assessments 1 – 3 (p.172)
February 2-6	Customizing Page Formatting	Ch. 7	Assessments 1 – 4 (p. 199 – 200) <u>Due February 6</u>
9-13	Midterm	Ch. 1 – 7	Midterm
16-20	Reading Week		
23-25	Inserting Elements and Navigating in a Document; Maintaining Documents; Managing and Printing Documents	Ch. 8, Ch. 9, Ch. 10	Assessments 1 – 2 (p. 222 – 223) Assessment 2 (p. 245) Assessments 1 – 3 (p. 269 – 270) <u>Due March 2</u>
27	Work Period		
March 2-4	Inserting Images	Ch. 11	Assessments 1 – 5 (p. 301 – 303)
6	Chapter 1 – 11 Production Quiz		Chapter 1 – 11 Production Quiz
9-13	Inserting Shapes and WordArt	Ch. 12	Assessments 1 – 5 (p. 326 – 330)
16-20	Creating Tables	Ch. 13	Assessments 1 – 5 (p. 351 – 352)
23-27	Enhancing Tables	Ch. 14	Assessments 1 – 4 (p. 379 – 381)
March 30 – April 3	Creating Charts	Ch. 15	Assessments 1 – 5 (p. 403 – 406)
6-8	Final Production Exam		Final Production Exam
10	Good Friday		
14	Final Production Exam		Final Production Exam
Final Exam Date To Be Determined			

Examinations:

There will be a 2 chapter production exams

The midterm and final exam will be in class production exams.

Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services. See pages 48-49 of the college calendar for plagiarism, cheating and penalties.