



Grande Prairie Regional College

Department: Office Administration

COURSE OUTLINE – Winter 2010

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

Instructor Kelly Coulter

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Office C415

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Office Hours Monday 10:00 – 12:00
Tue. & Thur. 9:00 – 9:50
or by appointment

Prerequisite(s)/corequisite(s):

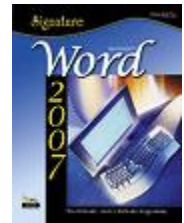
None

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
- 5 File Folders

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 2620 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 - 25%

- ✓ all marked assignments are graded out of 9
 - Deduct 1 for each keyboarding/spelling error
 - Deduct 2 for each formatting error
- ✓ not all assignments will be assigned a grade
- ✓ late or missed assignments will receive a grade of 0

Midterm - 25%

- ✓ will consist of chapter/course material and document formatting

Production Quizzes 15%

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

- ✓ Missed Quizzes will be added to the Final Exam

Final Practical Exam - 25%

- ✓ Consists of a 5 - 10 hour in class assignment which students will produce finished quality documents applying concepts learned over the course of the semester.

Job Success Skills - 10 %

- ✓ the student will demonstrate job success skills through:
 - Regular attendance and punctuality
 - Timely completion of work
 - Maintaining a high standard of work and professionalism
 - Ability to work both independently and collaboratively

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**

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A+	4	90 – 100	EXCELLENT
A	4	35 – 39	
A-	3.7	30 – 34	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