



Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE – FALL 2007

OA 2280A2, Microsoft Word 2007

Expert Level (3) (0-0-5) 75 hours

Instructor	Sharron Barr	Phone	Office: 780-539-2979 Text Messages: 780-897-6676 Home: 780-532-9236
Office	A313B	E-mail	sbarr@gprc.ab.ca
Office Hours	M-F 2:30 – 3:30		

Prerequisite(s)/co requisite(s):

OA2620 or OA1080

Required Text/Resource Materials:

VanHuss, Forde, Woo, and Hefferin, *Advanced Applications with Microsoft Word*, Thomson Learning, 2006.

Portfolio Binder and Protective Covers (20)

File Folder

Description:

Students will build on essential word processing skills and reinforce communication, keyboarding and Internet skills while using core to expert level Microsoft Word skills by preparing professional documents for simulated companies.

Credit/Contact Hours:

5 Contact Hours 3 Credits

Fall 2007

A2- M 10 – 11:30 a.m. T & R 8:30 – 10 a.m.

A 313

Delivery Mode(s):

Lecture and Hands On

Objectives:

The student will demonstrate the ability to:

- Access and apply a variety of resources and methods to successfully perform expert level skill sets of Microsoft Word 2007 to produce advanced business documents.
- Communicate knowledge of Microsoft Word
- Use MS Word 2007 to gain MS Office Certification – Word Expert and/or Proficiency Level
- Transfer knowledge and skills to other computer programs.
- Use MS Word 2007 to produce finished documents in accordance with business standards for timely completion, correctness of content and format, professional appearance and creativity.
- Work collaboratively with others to complete assignments
- Accept responsibility for backup routines and preventive maintenance routines.
- Accept that unexpected problems will arise from the use of computer hardware or software and endeavor to resolve those problems.
- Exhibit ethical behavior with respect to copyright on software, confidentiality, privacy of documents on screen, and sharing disks and information
- Exhibit business standards of behavior with respect to attendance, punctuality, time management, positive attitude and respect for other individuals.

Transferability:

NA

Grading Criteria:

UBI Projects 1, 2, 4 & 7	30%
MOS Preparatory Tests	20%
Portfolio Submission	10%
Final Exam (MOS Certification)*	40%

Or

15 Hour Practical In-Class Final

*Note: The final production test must be completed in the last two weeks of regularly scheduled classes during class time and into the final exam week as scheduled for a total of 13 hours. Completed components are e-mailed to sbarr@gprc.ab.ca at the end of each class. There are no extensions for this exam. Folders containing semester assignments and marks must also be turned into instructor for credit. In lieu of the final exam, successful completion of the MOS Proficiency Exam = A and MOS Expert Exam = A+ exam grade will be assessed. There is a cost

component to the MOS Test and tests must be booked prior to Friday, November 16, 2007. All tests can be booked with Diane Kinderwater (A313A) and payment is due prior to writing the exam. MOS exams are 45 minutes in length and students will receive MOS Certificate from Microsoft which is a globally recognized certification.

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:

All Assignments are due by 3 p.m. on the deadline date. Assignments will receive a grade out of 5. Edits are encouraged and are due the day after the assignment has been returned.

<u>Presentation and Due Dates</u>	<u>Topic</u>	<u>Grade</u>
September 6 Intro	UBI Administrative Services	
	Focus: Office Productivity	
	1-1 Learning About Us	
September 10	Task 1 Mission Statement with Graphics	
	Task 2 Services Report with Styles	
	Task 3 Schedule of Fees (table)	
	Task 4 Organization Chart	
	Task 5 Fee Schedule Edits	
	Task 6 Self-Management	
	Task 7 Software Evaluation	
September 12	1-2 Standardizing Document Formats	
September 14	Task 1 Letter Format	
	Task 2 Memo Template	
	Task 3 Fax Template	
	Task 4 Report Format	
	Task 5 Business Plan Outline	
	1-3 Updating Directories	
	Task 1 Employee Directory Access	
	Task 2 Company Master List	
	Task 3 Company Directory	
	Task 4 Company Policies	
September 17	1-3 Managing Files	
	Task 1 File Management Structure	
	Task 2 shared File Management Structure	
	Task 3 Move files to New Folders	
	1-4 Designing Forms	
September 19	1-4 Designing Forms	
	Task 1 Application Form	
	Task 2 Admission Checklist	

<u>Presentation and Due Dates</u>	<u>Topic</u>	<u>Grade</u>
	Task 3 UBI Services Request	
September 21	MOS Preparatory Test I	
September 24 Overview	CMF Communications Inc. FOCUS: Communications Project 2	
September 28	2-1 Creating the UBI Website	
	Task 1 Website Edits	
	Task 2 Incubator Companies Web Page	
	Task 3 Organization Chart Web Page	
	Task 4 About UBI Web Page	
	Task 5 FAQ's Web Page	
	2-2 Setting Up Committees	
	Task 1 File Management	
	Task 2 Contact List	
	Task 3 Confirmation Letter	
	Task 4 Agenda	
	Task 5 Minutes	
	Task 6 Address Labels	
	2-3 Preparing the Grand Opening Budget	
	Task 1 Budget	
	Task 2 Chart	
	Task 3 Transmittal Letter (Merge)	
	Task 4 Budget Revision	
	Task 5 E-mail with Attachment	
October 5	2-4 Planning Grand Opening Activities	
	Task 1 Schedule of Events	
	Task 2 E-Mail with Attachment	
	Task 3 Website Update	
	Task 4 Final Schedule of Events	
	Task 5 E-mail with Attachment	
October 12	2-5 Preparing a Newsletter	
	Task 1 Masthead	

<u>Presentation and Due Dates</u>	<u>Topic</u>	<u>Grade</u>
	Task 2 Newsletter	
	2-6 Designing Publicity Pieces	
	Task 1 New Release	
	Task 2 Media Coverage Plan	
	Task 3 E-mail with Attachment	
	Task 4 New Release with Merged Comments	
	Task 5 Invitation	
	Task 6 Article Manuscript	
	Task 7 New Release Web Page	
	Task 8 Communication Practices	
October 15	MOS Preparatory Test II	
October 17	<p>Student Work Team Choice</p> <p>Students will choose a work team of 2 or 3 members.</p> <p>Students will choose 3 projects from the text.</p> <p>Students will schedule completion of these projects within a two week time slot.</p> <p>Specific deadlines for each task will be filled into the form below. (use Project 1 and 2 above as a guide)</p>	
October 31		

<u>Presentation and Due Dates</u>	<u>Topic</u>	<u>Grade</u>
November 2		
November 5		
November 23		

<u>Presentation and Due Dates</u>	<u>Topic</u>	<u>Grade</u>
November 16	DEADLINE TO BOOK MOS CERTIFICATION TEST WITH DIANE KINDERWATER	
November 23		
November 26 Final Exam Starts	Final Practical In-class Exam 13 hours Total OR MOS Proficiency or Expert Level Test	

Examinations:

Last two weeks of class

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Week of December 10 – 14 (3 hours TBA)

Microsoft Office Specialist Exam Skill Standards: Word 2002

Microsoft Office Word 2002

Published: January 11, 2006

Exam skill standards are categories of examination tasks, identified by subject-matter experts, that certify an ability to productively use Microsoft Office programs. These categories are organized into skill sets that represent the more basic functions of each Office program.

Exam skill standards for the Microsoft Word 2002 Exam are provided to assist in your exam preparation. Training Centers and courseware providers who are authorized by the Microsoft Office Specialist (Office Specialist) program customize their instruction to these criteria.

Inserting and Modifying Text

- Insert, modify, and move text and symbols

- Apply and modify text formats
- Correct spelling and grammar usage
- Apply font and text effects
- Enter and format Date and Time
- Apply character styles

Creating and Modifying Paragraphs

- Modify paragraph formats
- Set and modify tabs
- Apply bullet, outline, and numbering format to paragraphs
- Apply paragraph styles

Formatting Documents

- Create and modify a header and footer
- Apply and modify column settings
- Modify document layout and Page Setup options
- Create and modify tables
- Preview and Print documents, envelopes, and labels

Managing Documents

- Manage files and folders for documents
- Create documents using templates
- Save documents using different names and file formats

Working with Graphics

- Insert images and graphics
- Create and modify diagrams and charts

Workgroup Collaboration

- Compare and Merge documents

- Insert, view, and edit comments
- Convert documents into Web pages

Microsoft Office Specialist Exam Skill Standards: Word 2002 Expert

Microsoft Office Word 2002 Expert

Published: January 11, 2006

Exam skill standards are categories of examination tasks, identified by subject-matter experts, that certify an ability to productively use Microsoft Office programs. These categories are organized into skill sets that represent the more basic functions of each Office program.

Exam skill standards for the Microsoft Word 2002 Expert Exam are provided to assist in your exam preparation. Training centers and courseware providers who are authorized by the Microsoft Office Specialist (Office Specialist) program customize their instruction to these criteria.

Customizing Paragraphs

- Control pagination
- Sort paragraphs in lists and tables

Formatting Documents

- Create and format document sections
- Create and apply character and paragraph styles
- Create and update document indexes and tables of contents, figures, and authorities
- Create cross-references
- Add and revise endnotes and footnotes
- Create and manage master documents and subdocuments
- Move within documents
- Create and modify forms using various form controls
- Create forms and prepare forms for distribution

Customizing Tables

- Use Microsoft Excel data in tables

- Perform calculations in Word tables

Creating and Modifying Graphics

- Create, modify, and position graphics
- Create and modify charts using data from other applications
- Align text and graphics

Customizing Word

- Create, edit, and run macros
- Customize menus and toolbars

Workgroup Collaboration

- Track, accept, and reject changes to documents
- Merge input from several reviewers
- Insert and modify hyperlinks to other documents and Web pages
- Create and edit Web documents in Word
- Create document versions
- Help protect documents
- Define and modify default file locations for workgroup templates
- Attach digital signatures to documents

Using Mail Merge

- Merge letters with a Word, Excel, or Microsoft Access data source
- Merge labels with a Word, Excel, or Access data source
- Use Microsoft Outlook data as a Mail Merge data source