Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE

<u>MS WORD 2007 – CORE LEVEL - OA 2620 DE   3(0-0-5) 75 HOURS</u>

Instructor	Gail Sherman	**Phone**	780.831.8676 (call or text)
E-mail	gsherman@gprc.ab.ca		

Prerequisite(s)/co requisite(s):

None

Required Computer Hardware & Software:

- **Microsoft Office Professional Suite 2007** including Word 2007, Excel 2007, Access 2007, PowerPoint 2007, and Outlook 2007.
- **Windows Vista** or XP Operating System
- **Internet**
- **E-mail**

PC System Minimum Requirements

- Processor: PC with 300 MHz or higher processor clock speed required; Intel Pentium/Celeron family, AMD K6/Athlon/Duron family, or compatible processor recommended.
- Hard Disk Space: 175 MB Free
- RAM: 128 MB
- Video: SVGA (800x600) with 16-bit video driver
- Network Card: 32-bit

Required Text/Resource Materials:

- **Microsoft Word 2007**, Signature Series, Windows XP Edition, Rutkowsky and Rutkosky-Roggenkamp,   Paradigm Publishing
- Formatting Guide
- Extra Formatting Assignments
  Dictionary

Description:

This Microsoft Word processing course focuses on the core skills necessary for production of professional business documents. Students will learn Word core level skills including: creating, printing and editing documents, formatting characters, paragraphs, documents and sections; maintaining documents; writing tools; manipulating tabs and text within documents; and special formatting features.

Credit/Contact Hours:

75 hours

Delivery Mode(s):

Internet Delivery. Blackboard Resources

Objectives:

Students will demonstrate the ability to:

- Access and apply a variety of resources and methods to successfully perform proficiency skill sets in MS Word to produce business documents.
- Communicate knowledge of MS Word.
- Transfer knowledge and skills to other computer software programs
- Use MS Word to produce finished documents in accordance with business standards for timely completion, correctness of content and format, professional appearance and creativity.
- Accept responsibility for backup routines and preventive maintenance routines
- Maintains organization by creating and maintaining an electronic file system that stores documents in folders named to display organization. A good system will enable document recovery with 30 seconds.
- Students will consistently code documents with the file name and path in the footer of each document (see formatting guide).
- Accept that unexpected problems will arise from the use of computers and endeavor to resolve those problems in a professional manner.
- Exhibit ethical behavior with respect to copyright on software, confidentiality, privacy of documents on screen and sharing of files and information.

Course Policy

- Assignments are to be e-mailed as attachments.
- Redo's are encouraged, students are encouraged to edit their work and resubmit it for full marks.
- Examination materials will be made available but you must contact your instructor to set-up a time that is convenient for you and your instructor.
- Examination work will be submitted as an e-mail attachment
- The final examination will be a practical exam and will be scheduled between the instructor and student. Examination materials will be made available on Black Board during the scheduled examination time.
- Academic honesty: please refer to page 44 of your College Calendar
- All course assignments must be completed and marked in order to attempt the Unit tests and Final word processing exam.

Grading Criteria:

Assignments in exams, quizzes, mid-term are graded out of a possible mark of 10. 3 marks are deducted for each format, spelling, punctuation or other error.

Assignments	40%
Mid-term and other quizzes	20%
Production Final	40%

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