# Grande Prairie Regional College School of Business Department: Administrative Technology

COURSE OUTLINE

MS WORD 2007 - CORE LEVEL - OA 2620 DE 3(0-0-5) 75 HOURS

InstructorGail ShermanE-mailgsherman@gprc.ab.ca

**Phone** 780.831.8676 (call or text)

#### 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.

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

# Administrative Technology Department Grading Conversion Chart