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

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

| Instructor | Gail Sherman | Phone | 780.831 .8676 (call or text) |
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## 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 <br> Equivalent | Percentage <br> Guidelines | Designation |
| :---: | :---: | :---: | :---: |
| $\mathrm{A}^{+}$ | 4 | $90-100$ |  |
| A | 4 | $85-89$ |  |
| $\mathrm{~A}^{-}$ | 3.7 | $80-84$ | FIRST CLASS STANDING |
| $\mathrm{B}^{+}$ | 3.3 | $76-79$ |  |
| B | 3 | $73-75$ | GOOD |
| $\mathrm{B}^{-}$ | 2.7 | $70-72$ |  |
| $\mathrm{C}^{+}$ | 2.3 | $67-69$ | SATISFACTORY |
| C | 2 | $64-66$ |  |
| $\mathrm{C}^{-}$ | 1.7 | $60-63$ |  |
| $\mathrm{D}^{+}$ | 1.3 | $55-59$ | MINIMAL PASS |
| D | 1 | $50-54$ |  |
| F | 0 | $0-49$ | FAIL |

