



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE

MS WORD – CORE LEVEL - OA 2620EC (0-0-5)

Instructor	Gail Sherman	Phone	780.831.8676 (call or text)
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PREREQUISITE(S)/CO REQUISITE(S): None

REQUIRED TEXT/RESOURCE MATERIALS:

- *Signature Series Microsoft Word 2010* by Rutkosky and Roggenkamp, © Paradigm Publishing, Inc.
- Student Resources CD (provided with textbook)
- Internet Resource Center, www.emcp.net/signatureword2010
- Formatting Guide, provided by Instructor
- Extra Formatting Assignments provided by Instructor

DESCRIPTION:

This course prepares students to work with Microsoft Word 2010 in a career setting or for personal use. Using courseware that incorporates a step-by-step, project-based approach, students develop a core-level competency in Word 2010 and get an introduction to computer software and hardware. Students will access and apply a variety of resources and methods to successfully perform proficiency skill sets in MS Word to produce business documents.

CREDIT/CONTACT HOURS: 3 credits/75 hours

DELIVERY MODE: Internet Delivery using Moodle software, email, Blackberry

COMPUTER TIME:

Approximately six to eight hours per week of computer time outside of class is recommended for successful completion of course requirements.

REQUIRED COMPUTER HARDWARE & SOFTWARE:

Microsoft Office Professional Suite 2010 including Word 2010, Excel 2010, Access 2010, PowerPoint 2010, and Outlook 2010.

- **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

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..
- 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.

STATEMENT ON PLAGIARISM AND CHEATING:

Please refer to pages 49-50 of the College calendar regarding plagiarism, cheating and the resultant penalties. These are serious issues and will be dealt with severely.

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	10%
Quizzes	20%
Midterm	35%
Production Final	35%

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