



# Grande Prairie Regional College

## Department of Office Administration

COURSE OUTLINE – FALL 2010

MS WORD 2007 – CORE LEVEL - OA 2620 M2 3(0-0-4) 60 HOURS

<b>Instructor</b>	Sharron Barr	<b>Phone</b>	539-2979 (office) 897 – 6676 (cell – text) 532-9236 (home)
<b>Office</b>	A313B or E309 Do drop in or set up an appointment at your convenience.	<b>E-mail</b>	<a href="mailto:sbarr@gprc.ab.ca">sbarr@gprc.ab.ca</a>
<b>Contact Hours</b>	Monday – Thursday 9 a.m. – 10 a.m. (780-539-2979) Office Hours Monday – Thursday 6 p.m. – 8 p.m. (cell or home) E-mail me anytime!		



You are welcome to call me at these contacts numbers and discuss any challenges or questions you may have about the course.

---

### Prerequisite(s)/corequisite(s):

None

### Required Home 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

### **Printer Minimum Requirements**

According to Computer Peripherals, Inc. (CPI), to use the printer cartridge with Microsoft Windows, printers must have a minimum of 1.5 megabytes of memory. Printers may require 2.5 megabytes to process some complicated graphic files.

### **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:** 60 hours

**Timetabled:** Monday – Friday 10:00 – 11:30 a.m. A307

**Delivery Mode(s):** Lecture, Lab, 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 due on the dates set by instructor. Late assignments not accepted.
- Assignments are to be e-mailed as attachments by 3 p.m. on the deadline date.
- Redo's are encouraged. Assignments will be graded within 24 hours and students are encouraged to edit their work and resubmit it for full marks. All work will be marked within 24 hours and all re-submitted work (redo's) is due Monday's by 3 p.m.
- Examination materials will be made available on Black Board on the dates and times specified on the grade sheet. If this time is unacceptable, contact your instructor to set-up an alternate time. No make ups for missed exams.
- Examination work can be submitted as hard copy, e-mail attachment or placed in the drop box in Black Board as instructed.
- 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 Formatting tests.
- Marks sheet will be maintained by the instructor and forwarded to students as attachments with updates as work in completed.

**Grading Criteria:**

Assignments are graded out of a possible mark of 10. 3 marks are deducted for each format, spelling, punctuation or other error.

Assignments	50%
Formatting and Unit Tests	50%

Grades will be assigned on the Letter Grading System.

**Office Administration Department  
Grading Conversion Chart**

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

## **Department of Office Administration**

### **Policy on Cell Phones and Other Personal Electronic Devices**

Users of cell phones and other personal electronic devices must be attentive to the needs, sensibilities and rights of other members of the College community. The use of these devices must not disrupt the functions of the College overall and its classrooms and labs. Instructors have the right to have strict individual policies related to cell phones in order to provide and maintain a classroom environment that is conducive to learning and the respect of others.

Cell phones, PDA's and pagers must be turned off and placed out of sight in classrooms and computer labs during instructional time. Devices can only be turned on and set to silent mode with the expressed consent of individual instructors. Sending or receiving text messages or gaming on a cell phone during class is not acceptable. In addition, cell phones and other personal electronic devices incorporating cameras must be turned off and out of sight in any area in which individuals have reasonable expectations of privacy. This includes classrooms and computer labs.












Some instructors may have penalties for violations. If cell phones, pagers, calculators, recorders, digital cameras, PDA's MP3 players or other personal electronic devices are used inappropriately for the purposes of cheating or academic dishonesty, then students who do so will be penalized appropriately under the Academic Honesty policy of Grande Prairie Regional College.








#### **Statement on Cheating & Plagiarism:**

Cheating and Plagiarism is unacceptable and the penalty is severe. It can result in a forced withdrawal from the college and a permanent record on your transcript, or an automatic failing grade in the course. (See college calendar, p.44-45)








The instructor reserves the right to use electronic plagiarism detection services.






Week	Reading and Assignments	Requirements Due
1	<p>📖 Carefully Read to Understand:</p> <ul style="list-style-type: none"> <li>○ Course Welcome</li> <li>○ Course Outline</li> <li>○ Course Schedule</li> </ul> <p>📖 Create OA2620 Word Folder on H: drive</p> <p>📖 Copy to your Hard Disk Drive H: all data files from Word 2007 text Student Data Files</p> <p>📖 Read text Introduction and Getting Starting</p> <p>📖 Chapter 1 – Creating, Printing and Editing Documents</p> <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> <li>○ SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments Sheet</b>.</li> </ul> <p>📖 Chapter 2 – Formatting Characters</p> <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> <li>○ SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments Sheet</b></li> </ul>	<p>Chapter 1 Graded Chapter Assignments Due Friday 3 p.m.</p> <p>Chapter 2 Graded Chapter Assignments Due Friday 3 p.m.</p> <p style="text-align: center;"><i>September 2</i></p>
2	<p>📖 SUBMIT REDO's (if any) from Chapter 1 &amp; 2 for grading</p> <p>📖 Chapter 3 – Aligning and Indenting Paragraphs</p> <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> <li>○ SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments Sheet</b></li> </ul> <p>📖 Chapter 4 – Customizing Paragraphs</p> <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> <li>○ SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments Sheet</b></li> </ul>	<p>Chapter 3 Graded Chapter Assignments Due: Tuesday 3 p.m.</p> <p style="text-align: center;"><i>September 6</i></p> <p>Chapter 4 Graded Chapter Assignments Due: Wednesday 3 p.m.</p> <p style="text-align: center;"><i>September 7</i></p>

Week	Reading and Assignments	Requirements Due
2	 Chapter 5 – Proofing Documents <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> <li>○ SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments Sheet</b></li> </ul>	Chapter 5 Graded Chapter Assignments Due Friday 3 p.m. <div style="border: 1px solid black; border-radius: 50%; padding: 5px; text-align: center; margin-top: 10px;"><i>September 9</i></div>
3	 SUBMIT REDO's 3, 4 & 5 (if any) - DUE: 3 p.m. Monday  BUSINESS LETTERS – <b>Extra Assignments</b> <ul style="list-style-type: none"> <li>○ Reference Formatting Guide and p. 825 of text</li> </ul>  SUBMIT Letters 1 – 5 in specified format.	Business Letters 1- 5 Due Wednesday 3 p.m. <div style="border: 1px solid black; border-radius: 50%; padding: 5px; text-align: center; margin-top: 10px;"><i>September 14</i></div>
	 BUSINESS LETTERS – <b>Extra Assignments</b> <ul style="list-style-type: none"> <li>○ Reference Formatting Guide and p. 825 of text</li> <li>○ SUBMIT Letters 6 – 10 in specified format.</li> </ul>  BUSINESS MEMOS – <b>Extra Assignments</b> <ul style="list-style-type: none"> <li>○ Reference Formatting Guide</li> <li>○ SUBMIT Memos 1- 5 standard memo format.</li> </ul>	Business Letters 5 – 10 Due Friday 3 p.m.  Standard Memos 1 – 5 Due Friday 3 p.m. <div style="border: 1px solid black; border-radius: 50%; padding: 5px; text-align: center; margin-top: 10px;"><i>September 16</i></div>
4	 <b>UNIT 1 (Chapters 1 – 5) Test Monday 10 – 11:30 a.m.</b>   UNIT TWO Chapter 6 – Formatting Pages <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> <li>○ SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments Sheet</b></li> </ul>  <b>BUSINESS LETTERS TEST Wed. 10 – 11:30 a.m.</b>  BUSINESS MEMOS – <b>Extra Assignments</b> <ul style="list-style-type: none"> <li>○ Reference Formatting Guide</li> <li>○ SUBMIT Memos 6- 10</li> </ul>	Chapter 6 Graded Chapter Assignments Due Friday 3 p.m. <div style="border: 1px solid black; border-radius: 50%; padding: 5px; text-align: center; margin-top: 10px;"><i>September 23</i></div>


Week	Reading and Assignments	Requirements Due
4	<ul style="list-style-type: none"> <li>  Chapter 7 – Customizing Page Formatting               <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> <li>○ SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments Sheet</b></li> </ul> </li> </ul>	Chapter 7 & 8 Graded Chapter Assignments Due Friday 3 p.m.
	<ul style="list-style-type: none"> <li>  Chapter 8 – Inserting Elements and Navigating in a Document               <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> <li>○ SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments Sheet</b></li> </ul> </li> </ul>	<div style="border: 1px solid black; border-radius: 50%; padding: 10px; background-color: #e0e0e0;"> <p><i>September 23</i></p> </div>
	<ul style="list-style-type: none"> <li>  <b>STANDARD MEMO TEST</b>  <b>Wednesday 10 – 11:30 a.m.</b> </li> </ul>	
5	<ul style="list-style-type: none"> <li>  Chapter 6 &amp; 7 &amp; 8 Redo's can be submitted by Monday 3 p.m.         </li> </ul>	Chapter 7 & 8 Redo's Monday, 3 p.m.
	<ul style="list-style-type: none"> <li>  Chapter 9 – Maintaining Documents               <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> <li>○ SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments Sheet</b></li> </ul> </li> </ul>	<div style="border: 1px solid black; border-radius: 50%; padding: 10px; background-color: #e0e0e0;"> <p><i>September 26</i></p> </div>
	<ul style="list-style-type: none"> <li>  Chapter 10 – Managing and Printing Documents               <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> <li>○ SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments Sheet</b></li> </ul> </li> </ul>	



Week	Reading and Assignments	Requirements Due
6	 Business Reports <ul style="list-style-type: none"> <li>○ Reference Formatting Guide</li> <li>○ Submit Reports 1 – 6 <a href="#">Extra Assignments</a></li> </ul>	Chapter 9 & 10 & 11 Due Friday 3 p.m. <div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block; background-color: #4a7ebb; color: white; font-weight: bold;">September 30</div> Business Reports 1 – 6 Monday 3 p.m. Week 6 <div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block; background-color: #4a7ebb; color: white; font-weight: bold;">October 4</div>
	 Chapter 9 & 10 & 11 Redo's can be submitted by Monday 3 p.m.	
	 UNIT THREE Chapter 11 – Inserting Images <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> <li>○ SUBMIT for grading those assessments listed on <a href="#">Graded Chapter Assignments Sheet</a></li> </ul>	Due: 3 p.m. Friday Week 6 <div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block; background-color: #4a7ebb; color: white; font-weight: bold;">October 8</div>
	 <b>UNIT TWO TEST</b>  <b>Wednesday 10 – 11:30 a.m.</b>	
	 UNIT THREE Chapter 12 – Inserting Shapes and Word Art <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> <li>○ SUBMIT for grading those assessments listed on <a href="#">Graded Chapter Assignments Sheet</a></li> </ul>	Chapter 12 Graded Chapter Assignments Due Friday 3 p.m. <div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block; background-color: #4a7ebb; color: white; font-weight: bold;">October 8</div>
 UNIT THREE Chapter 13 – Creating Tables <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> <li>○ SUBMIT for grading those assessments listed on <a href="#">Graded Chapter Assignments Sheet</a></li> </ul>	Chapter 13 Graded Chapter Assignments Due Friday 3 p.m. <div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block; background-color: #4a7ebb; color: white; font-weight: bold;">October 8</div>	

Week	Reading and Assignments	Requirements Due
6	 UNIT THREE Chapter 14 – Enhancing Tables <ul style="list-style-type: none"> <li>○ DO all exercises and assessments</li> <li>○ SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments</b> Sheet</li> </ul>	Chapter 14 assessments assigned for graded due Friday, 3 p.m. <div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block; background-color: #4a7ebb; color: white; margin-top: 10px;">October 8</div>
	 Tables – <b>Extra Assignments</b> <ul style="list-style-type: none"> <li>○ DO Tables 1 – 10</li> </ul>	Tables – Extra Assignments Due Monday 3 p.m. – WEEK 7
7	 Chapters 11 - 14 redo's due Monday 3 p.m.	Redo's Tuesday, 3 p.m. <div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block; background-color: #4a7ebb; color: white; margin-top: 10px;">October 12</div>
	 <b>UNIT THREE, REPORTS &amp; TABLES TEST Tuesday, Wednesday, Thursday</b> 	
<b>FINAL GRADE SUBMITTED FOR OA2620 BASED UPON GRADED WORK TO DATE.</b>		

*ESTIMATED DATED OF COMPLETION FRIDAY, OCTOBER 15, 2009.*



*We can do it!!*