Grande Prairie Regional College

Department of Office Administration

COURSE OUTLINE
MS WORD 2010– 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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Course 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 mastery-level competency in Word 2010 and get an introduction to computer software and hardware. Students also develop an understanding of fundamental computer hardware and software concepts.

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

- USB flash drive or other storage medium

- Formatting Guide, provided by Instructor

- Extra Formatting Assignments provided by Instructor

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 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

Delivery Mode(s):
Internet Delivery. Moodle 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	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