



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE

MS WORD – ADVANCED LEVEL - OA 2280EC (0-0-5)

Instructor	Gail Sherman	Phone	780.831.8676 (call or text)
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PREREQUISITE(S)/CO REQUISITE(S): Successful completion of OA2620 or OA1080

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

CALENDAR DESCRIPTION:

This Microsoft Word Processing course focuses on the expert skills necessary for production of professional business documents. Students completing this course should have the skills necessary to complete the MS Office Professional Certification (Word) exam.

CREDIT/CONTACT HOURS: 3 credits/75 hours

DELIVERY MODE: Distance delivery using Moodle educational delivery software, Instructor available via telephone and e-mail, 780.831.8676, gsherman@gprc.ab.ca

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.
- 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
- Maintain 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.
- Consistently code documents with the file name and path in the footer of each document (see formatting guide).
- Exhibit ethical behavior with respect to copyright on software, confidentiality, privacy of documents on screen and sharing of files and information.
- Gain an understanding of the software, complete all chapter exercises NOT just the assigned work. Worked can be checked at the student resource center
www.emcp.net/SignatureWord10Vista Computer Lab Exercise Model Answers.
- Access the resource center and view the **PowerPoint tutorials** for each chapter
www.emcp.net/SignatureWord10Vista Lecture Hall PowerPoint Presentations

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.
- 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