



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 2013* by Rutkosky and Roggenkamp, © Paradigm Publishing, Inc.
- Student Resources CD (provided with textbook)
- Internet Resource Center, www.emcp.net/signatureword2013
- Formatting Guide, provided by Instructor
- Extra Formatting Assignments provided by Instructor

DESCRIPTION:

This Microsoft Word Processing course focuses on the expert skills necessary for production of professional business documents. Students will build on essential word processing skills and reinforce communication, keyboarding, and Internet skills while using core to expert level Microsoft Word Processing.

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 2013 including Word 2013, Excel 2013, Access 2013, PowerPoint 2013, and Outlook 2013.

- 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
[3 www.emcp.net/SignatureWord13Vista](http://www.emcp.net/SignatureWord13Vista) Computer Lab Exercise Model Answers.
- Access the resource center and view the **PowerPoint tutorials** for each chapter
www.emcp.net/SignatureWord13Vista Lecture Hall PowerPoint Presentations

COURSE POLICY:

- Assignments are to be e-mailed as attachments.
- Redos 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.

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, online quizzes	20%
Midterm	35%
Production Final	35%

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the College Policy on Student Misconduct: Plagiarism and Cheating at https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf

**Note: all Academic and Administrative policies are available at <https://www.gprc.ab.ca/about/administration/policies/>

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

A Final Grade for this course will be available after the final exam is complete.

Course Schedule for OA2280 DE

Week	Chapter	Description
1/2	Chapter 16	Merging Documents
	Chapter 17	Managing Lists
	Chapter 18	Sorting and Selecting; Finding and Replacing Data
3/4	Chapter 19	Managing Page Numbers, Headers, and footers
	Chapter 20	Managing Shared Documents
	N/A	Study/Work on Unit 4 Chapters and Exercises
5/6	N/A	Unit 4 Performance Assessments, Quiz four
	Chapter 21	Inserting and Customizing Quick Parts
	Chapter 22	Customizing AutoCorrect and Word Options

Week	Chapter	Description
7/8	Chapter 23	Customizing Themes
	Chapter 24	Creating and Managing Styles
	Chapter 25	Protecting, Preparing, and Sharing Documents
9/10	N/A	Study/Work on Unit 5 Chapters and Exercises
	N/A	Unit 5 Performance Assessments, Quiz five
	Chapter 26	Inserting Endnotes, Footnotes, and References
11/12	Chapter 27	Creating Indexes
	Chapter 28	Creating Specialized Tables
	Chapter 29	Creating Forms Part I
13/14	Chapter 29	Creating Forms Part II
	Chapter 30	Using Outline View and Formatting with Macros
	N/A	Study/Work on Unit 6 Chapters and Exercises
	N/A	Unit 6 Performance Assessments, Quiz six
	N/A	Begin preparing for final exam
	N/A	Final Exam Signature Word 2013