



Grande Prairie Regional College

Department of Office Administration

COURSE OUTLINE MS Word 2007, Advanced Level

OA 2280 DE 3(0-0-5) 75 HOURS

Instructor Gail Sherman

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Prerequisite(s)/corequisite(s):

Successful completion of OA 2620 or OA 1080

Required Text/Resource Materials:

Microsoft Word 2007, Signature Series, Windows XP Edition, Rutkowsky and Rutkosky-Roggenkamp, Paradigm Publishing

- Formatting Guide: Basic and Advanced Level, In House, GPRC
- Production Exercises Booklet: In House, GPRC
- MS Office Version 2007 Word software with MS Windows XP Version O/S
- High Speed Internet connection

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: 75 hours

Delivery Mode(s): Distance delivery using Moodle educational delivery software, Instructor available via telephone and e-mail, 780.831.8676, gsherman@gprc.ab.ca

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 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 disks and information
- Exhibit business standards of behavior with respect to attendance, punctuality, time management, positive attitude and respect for other individuals.

Course Policy

- Academic honesty: please refer to page 44 of your College Calendar
- All course assignments must be completed , marked and returned to you in order to attempt final word processing exam. This includes any redos you may have.
- You have 15 weeks to complete the course, including the final examination

Grading Criteria:

Assignments	20%
Quizzes and Performance Assessments	20%
Midterm Examination	30%
Final Examination	30%

Grades will be assigned on the Letter Grading System used by Grande Prairie Regional College.

**Office Administration 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