



# Grande Prairie Regional College

## School of Business

### Department: Administrative Technology

COURSE OUTLINE – WINTER 2008

MS WORD 2007 – CORE LEVEL - OA 2620 DE 3(0-0-5) 75 HOURS

<b>Instructor</b>	Sharron Barr	<b>Phone</b>	539-2979 (office) 897 – 6676 (cell – text) 532-9236 (home)
<b>Office</b>	A313B Monday – Thursday 1 p.m. – 3 p.m. (780-539-2979) Monday – Thursday 6 p.m. – 8 p.m. (780-897-6676)	<b>E-mail</b>	<a href="mailto:sbarr@gprc.ab.ca">sbarr@gprc.ab.ca</a>
<b>Contact Hours</b>	Monday – Thursday 6 p.m. – 8 p.m. (e-mail or text immediate response)		

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

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

None

#### **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

### **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:** 75hours

**Delivery Mode(s):** Internet Delivery. 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 8 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 8 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 an e-mail attachment or placed in the drop box in Black Board.
- The final examination will be a 6 hour practical exam. The exam will run in 3 two hour time slots as 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.
- 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	40%
Quizzes and Performance Assessments	20%
Production Final	40%










Grades will be assigned on the Letter Grading System.

**Administrative Technology 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>

Week	Reading and Assignments	Requirements Due
1	<p data-bbox="313 422 971 447"> Carefully Read to Understand: </p> <ul data-bbox="407 468 654 569" style="list-style-type: none"> <li>o Course Welcome</li> <li>o Course Outline</li> <li>o Course Schedule</li> </ul> <p data-bbox="313 583 883 611"> Create OA2620 Word Folder on C: drive</p> <p data-bbox="313 632 948 705"> Copy to your Hard Disk Drive C: all data files from Word 2007 text Student Data Files</p> <p data-bbox="313 726 911 753"> Read text Introduction and Getting Starting</p> <p data-bbox="313 774 899 848"> Chapter 1 – Creating, Printing and Editing Documents</p> <ul data-bbox="407 869 964 1037" style="list-style-type: none"> <li>o DO all exercises and assessments</li> <li>o SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments</b> Sheet.</li> </ul> <p data-bbox="313 1058 802 1085"> Chapter 2 – Formatting Characters</p> <ul data-bbox="407 1106 964 1274" style="list-style-type: none"> <li>o DO all exercises and assessments</li> <li>o SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments</b> Sheet</li> </ul>	<p data-bbox="1040 432 1377 506">Chapter 1 Graded Chapter Assignments</p> <p data-bbox="1040 527 1273 554">Due Friday 8 p.m.</p> <p data-bbox="1040 627 1377 701">Chapter 2 Graded Chapter Assignments</p> <p data-bbox="1040 722 1273 749">Due Friday 8 p.m.</p>
2	<p data-bbox="313 1318 971 1392"> SUBMIT REDO's (if any) from Chapter 1 &amp; 2 for grading</p> <p data-bbox="313 1413 964 1486"> Chapter 3 – Aligning and Indenting Paragraphs</p> <ul data-bbox="407 1465 964 1633" style="list-style-type: none"> <li>o DO all exercises and assessments</li> <li>o SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments</b> Sheet</li> </ul> <p data-bbox="313 1654 829 1682"> Chapter 4 – Customizing Paragraphs</p> <ul data-bbox="407 1703 964 1871" style="list-style-type: none"> <li>o DO all exercises and assessments</li> <li>o SUBMIT for grading those assessments listed on <b>Graded Chapter Assignments</b> Sheet</li> </ul>	<p data-bbox="1040 1329 1377 1402">Chapter 3 Graded Chapter Assignments</p> <p data-bbox="1040 1423 1273 1451">Due Friday 8 p.m.</p> <p data-bbox="1040 1524 1377 1598">Chapter 4 Graded Chapter Assignments</p> <p data-bbox="1040 1619 1273 1646">Due Friday 8 p.m.</p>

Week	Reading and Assignments	Requirements Due
3	<p> SUBMIT REDO's (if any) from Chapter 3 &amp; 4 for grading – DUE: 8 p.m. Monday</p> <p> Chapter 5 – Proofing 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> BUSINESS LETTERS – Extra Assignments</p> <ul style="list-style-type: none"> <li>○ Reference Formatting Guide and p. 825 of text</li> <li>○ SUBMIT Letters 1 – 5 in specified format.</li> </ul>	<p>Chapter 5 Graded Chapter Assignments Due Friday 8 p.m.</p> <p>Business Letters 1- 5 Due Friday 8 p.m.</p>
4	<p> SUBMIT REDO's - DUE: 8 p.m. Monday</p> <p> BUSINESS LETTERS – Extra Assignments</p> <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> <p> BUSINESS MEMOS – Extra Assignments</p> <ul style="list-style-type: none"> <li>○ Reference Formatting Guide</li> <li>○ SUBMIT Memos 1- 5 standard memo format.</li> </ul>	<p>Business Letters Redo's Due Monday 8 p.m.</p> <p>Business Letters 5 – 10 Due Friday 8 p.m.</p> <p>Standard Memos 1 – 5 Due Friday 8 p.m.</p>
5	<p> <b>UNIT 1</b> <b>(Chapters 1 – 5)</b> <b>Test Monday 6 – 8 p.m.</b></p> <p> UNIT TWO Chapter 6 – Formatting Pages</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> <b>BUSINESS LETTERS TEST Wed. 7 – 8 p.m.</b></p>	<p>Chapter 6 Graded Chapter Assignments Due Friday 8 p.m.</p>

 BUSINESS MEMOS – Extra Assignments

- Reference Formatting Guide
- SUBMIT Memos 6- 10

Standard Memos 1 – 5 Redoes due Monday 8 p.m.

**Week**


**Reading and Assignments**

**Requirements Due**


**6**

 Memo and Chapter 6 Redo's can be submitted Monday 8 p.m.

Chapter 6 and Memos 6 – 10 redo's Monday 8 p.m.

 Chapter 7 – Customizing Page Formatting

- DO all exercises and assessments
- SUBMIT for grading those assessments listed on **Graded Chapter Assignments Sheet**

 Chapter 8 – Inserting Elements and Navigating in a Document

- DO all exercises and assessments
- SUBMIT for grading those assessments listed on **Graded Chapter Assignments Sheet**

Chapter 7 & 8 Graded Chapter Assignments Due Friday 8 p.m.


 **STANDARD MEMO TEST**  
**Wednesday 7 – 8 p.m.**




**7**

 Chapter 7 & 8 Redo's can be submitted by Monday 8 p.m.






Chapter 7 & 8 Redo's Monday, 8 p.m.

 Chapter 9 – Maintaining Documents

- DO all exercises and assessments
- SUBMIT for grading those assessments listed on **Graded Chapter Assignments Sheet**

 Chapter 10 – Managing and Printing Documents

- DO all exercises and assessments
- SUBMIT for grading those assessments listed on **Graded Chapter Assignments Sheet**

Week	Reading and Assignments	Requirements Due
8	<p> Chapter 9 &amp; 10 Redo's can be submitted by Monday 8 p.m.</p> <p> Business Reports</p> <ul style="list-style-type: none"> <li>○ Reference Formatting Guide</li> <li>○ Submit Reports 1 – 3 Extra Assignments</li> </ul> <p> <b>UNIT TWO TEST</b> </p> <p><b>Wednesday 6 p.m. – 8 p.m. &amp; Friday 6 p.m. - 8 p.m.</b></p>	<p>Chapter 9 &amp; 10 Redo's Monday, 8 p.m.</p> <p>Business Reports 1 – 3 due Friday 8 p.m.</p>
9	<p> Business Reports 1-3 redo's due Monday, 8 p.m.</p> <ul style="list-style-type: none"> <li>○ Reference Formatting Guide</li> <li>○ Submit Reports 4 – 6 Extra Assignments</li> </ul> <p> UNIT THREE Chapter 11 – Inserting Images</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>Business Reports 1 – 3 any redo's can be submitted Monday 8 p.m.</p> <p>Chapter 11 Graded Chapter Assignments Due Friday 8 p.m.</p>
10	<p> UNIT THREE Chapter 12 – Inserting Shapes and Word Art</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 11 Redo's due Monday 8 p.m.</p> <p>Chapter 12 Graded Chapter Assignments Due Friday 8 p.m.</p>
11	<p> UNIT THREE Chapter 13 – Creating Tables</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 12 Redo's due Monday 8 p.m.</p> <p>Chapter 13 Graded Chapter Assignments Due Friday 8 p.m.</p>

Week	Reading and Assignments	Requirements Due
12	<ul style="list-style-type: none"> <li>🖨️ 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> </li> <li>🖨️ Tables – Extra Assignments               <ul style="list-style-type: none"> <li>○ DO Tables 1 – 10</li> </ul> </li> </ul>	<p>Chapter 13 Redo's due Monday 8 p.m.</p> <p>Chapter 14 assessments assigned for graded due Friday, 8 p.m.</p> <p>Tables 1 – 10 due Friday, 8 p.m.</p>
13	<ul style="list-style-type: none"> <li>🖨️ Chapter 14 and Table redo's due Monday 8 p.m.</li> <li>🖨️ BUSINESS REPORTS               <ul style="list-style-type: none"> <li>○ Reference Formatting Guide &amp; Notes posted on Blackboard</li> <li>○ DO Reports 1 – 6</li> </ul> </li> </ul>	<p>Redo's Monday 8 p.m.</p> <p>Reports due Friday 8 p.m.</p>
14	<ul style="list-style-type: none"> <li>🖨️ Report redo's due Friday 8 p.m.</li> <li>🖨️ <b>UNIT THREE &amp; REPORTS TEST</b></li> <li>🐞 <b>Wednesday 6 – 8 p.m.</b></li> </ul>	
15	<p><b>FINAL PRACTICAL EXAM</b></p> <p><b>This exam will be 6 hours in length and is scheduled for 2 hours Monday, Tuesday &amp; Wednesday from 6 p.m. – 8 p.m. of week 15.</b></p>	

A Final Grade for this course will be available 3 days after the final exam is complete.

