



WORD 2007 (ICTC11)

Course Outline

Teacher: **Miles Derksen**
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Welcome to Applied Digital Communications 11. This course will be delivered using MOODLE. Please contact your instructor for course LOGIN privileges once you have completed the activation assignment.

Activation Assignment

As part of the new provincial government funding formulas for our centres, students **must complete** an **activation assignment** before they are formally enrolled into the course. The activation assignment demonstrates that the student is serious about their studies. Therefore, it is essential that you complete the activation assignment which is available on the school website. If you have any questions about this assignment, please don't hesitate to arrange to meet with your instructor. The link for the activation assignment is as follows:

<http://www.youlearn.ca/milesderksen.html>

Topics

There are 9 sections as follows:

1. Creating & Editing a Word Document
2. Creating a Research Paper
3. Creating a Cover Letter and a Resume
4. Creating a Title Page, Table, Chart and Watermark
5. Generating Form Letters, Mailing Labels and Directories
6. Creating a Professional Newsletter
7. Linking an Excel Worksheet and Chart to a Word Doc
8. Working with Doc Sharing Tools, Master Docs etc...
9. Portfolio Submission

Each Section has two parts: a step by step project and an assignment to demonstrate the skills that you have acquired from the Project. You will submit all of your work **ONLINE using MOODLE** thus eliminating some paper waste and providing a tracking system for your submitted work.

You will be required to **create a portfolio** your work by printing out your assignments and organizing them into a folder of some sort for course credit or alternately, creating an electronic portfolio. Your portfolio is a powerful record of the skills that you have learnt which would be of interest to potential employers.

MOODLE is an online course delivery and management system that will be used for this course. You can logon to MOODLE at the following web address from any internet enabled computer:

<http://www.youlearn.ca/moodle/>

Your login will be issued to you when you meet with your instructor after you complete the activation assignment.

Evaluation:

Unit Project Completion	20%
Unit Assignments	50%
Practical Test or Practical Observation	20%
Portfolio	10%

Resources

Word 2007: Comprehensive Concepts and Techniques – Windows Vista Edition: Shelly Cashman Vermaat. Website: www.scsite.com Thomson Course Technology. These textbooks are very expensive but they can be purchased online at www.amazon.ca (you can get used copies there as well).

You will have to **download the courses' lesson** files that are needed to complete many of the projects. The link is found just below the course outline link in MOODLE.

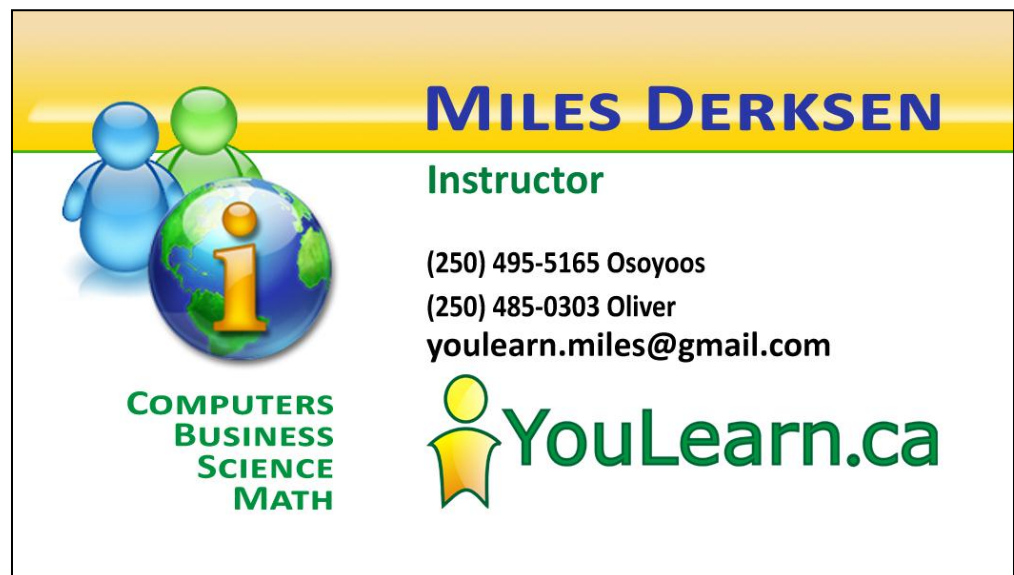
Integrated Resource Packages


The following link will give you access to the BC government Information and Communications technology Integrated Resources Package:

<http://www.bced.gov.bc.ca/irp/ict1112.pdf>

More Info


If you have any further questions, here is my business card.





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 YouLearn.ca

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