



Grande Prairie Regional College
Administrative Technology
Course Outline
OA 0102 WORD 2002, Level I, Introduction to Core Level MOS
(Microsoft User Specialist) Skills

INSTRUCTOR: TBA

PREREQUISITE: None

TEXTBOOKS: Rutkosky, Nita Hewitt Microsoft Word 2002 St. Paul, MN Paradigm Publishing Inc.

Ober, Hanson, Johnson, Rice, Poland, and Rossetti College Keyboarding and Document Processing for Windows. 8th Edition Westville , OH.

Department of Administrative Technology Formatting Guide

SUPPLIES: 20 disks and disk holder
Portfolio binder or folder
5 Manila file folders and labels

DELIVERY MODE:

Lecture/Lab

COURSE DESCRIPTION:

This course focuses on the word processing skills necessary for the production of professional business documents including letters, memos, reports, envelopes, and tables. Emphasis is on the proficient use of Word 2002 to create professional mailable documents that adhere to the standards expected in the workplace within prescribed deadlines.

GRADING:

Assignments – 30%

- All marked assignments are graded out of 10
Deduct 2 for keyboarding error
Deduct 3 for each formatting error
- Not all assignments will be assigned a grade
- Late or missed assignments will receive a grade of 1

Unit Performance Assessments and Production Quizzes – 30%

- Will consist of unit and topic tests

Final Practical Exam – 30%

- Consists of a 5 – 10 hour in class assignment which students will produce finished quality documents applying concepts learned over the course of the semester.

Job Success Skills – 10%

- The students will demonstrate job success skills through:
 - Regular attendance and punctuality
 - Timely completion of work
 - Maintaining a high standard of work
 - Ability to work both independently and collaboratively