



**Grande Prairie Regional College  
Administrative Technology  
Course Outline**

**OA 1060 B2 – Word 2002 Base Level (3) (0-0-5)  
&  
OA 1070 B2 – Word 2002 Intermediate Level (3) (0-0-5)**

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**INSTRUCTOR:** Cara Leaf  
Office: C411 (check my door for hours)  
Office Phone: 539 – 2005  
Email: [cdouglisa@gprc.ab.ca](mailto:cdouglisa@gprc.ab.ca)

**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. 8<sup>th</sup> Edition Westville , OH.  
  
Department of Administration 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:**

Daily attendance is essential!! Most concepts are covered in class time, however not all assignments can be completed in class time. Students are responsible for completing assignments outside of class time when necessary. If you are ill, please call me and have a classmate inform you of the work covered that day. More than 3 missed classes may result in a recommendation of “Debarred from Exam.” (See College calendar, pg 35)

**Assignments – 30%**

- All marked assignments are graded out of 10  
Deduct 2 for each error
- Not all assignments will be assigned a grade
- Late or missed assignments will receive a grade of 0

**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

**PLAGIARISM:**

The penalty for plagiarism is SEVERE! It can consist of EXPULSION from the program and the institution or receiving a grade of one in the course. DO NOT DO IT!