

Grande Prairie Regional College
Administrative Technology
Course Outline
Winter 2003
OA 1060A3 – (3) (0-0-5)
Microsoft Word 2000 – Core Level I

Prerequisite:	NONE
Session Details:	Winter 2003 TRF 13:00 – 14:20 A 305
Instructor:	Grace Walton e-mail: gwalton@gprc.ab.ca phone: 539-2777
Textbooks:	Nita Rutkosky, <i>Microsoft Word 2000 Signature Series</i> , EMC Paradigm. Ober, Hanson, Johnson, Rice, Poland and Rossetti, <i>Greg College Keyboarding & Document Processing for Windows, 8th Edition</i> , McGraw-Hill, 1997.
Delivery Mode:	Lecture/Lab
Course Description:	This course focuses on the core level word processing skills necessary for the production of professional business documents including: letters, memos, and reports. Emphasis is on the proficient use of Word 2000 to create professional mailable documents that adhere to the standards expected in the workplace within prescribed deadlines.
Grading:	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. Assignments: 30% <ul style="list-style-type: none">• all marked assignments are graded out of 9• deduct 2 for each 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 & Production Quizzes: 20% Job Success Skills 10% <ul style="list-style-type: none">• the student will demonstrate job success skills through regular attendance and punctuality, timely completion of work, maintaining a high standard of work, and the ability of work both independently and collaboratively.

Final Production Project:

40%

- Final production project must be completed during the last two weeks of regularly scheduled classes, in class time. Consists of 5-10 hour class time which students will produce finished quality documents applying concepts learned over the course of the semester. Disks and completed components are handed in at the end of each class. There are no extensions for this project.

Supplies:

Basic Formatting Guide
2 file folders
4 computer formatted data disks (1.44 mg, HD)
Dictionary

Course Policy:

1. Attendance is required and will be taken at each class. If you are ill, please call you instructor. More that 3 missed classes may result in a recommendation of "Debarred from Exam." (See College calendar, p.33)
2. In-class tests, mid-terms, and final exams must be completed at the scheduled times. Alternate or individualized examination times will not be considered. Failure to complete examinations at the scheduled times will result in a grade of zero (0).
3. If you miss a class, have a classmate call you with your assignments. You are responsible for any work missed.
4. Assignments are due on the dates set by the instructor. Assignments may be handed in early, but only in exceptional circumstances may assignments be handed in late.
5. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment. Some of these assignments may be unannounced before that date.
This policy may change from course to course.
6. Plagiarism will not be tolerated.
7. All major assignments must be completed in order to complete a course. Keep your work up-to-date. If you are absent, phone your study partner to find out what work you missed.

Study Partner's Name _____

Study Partner's Phone Number _____

Read your Rights & Responsibilities on page 30-40 of the College Calendar.