

SEP. 12 2001



GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OA 1060 - Word 2000 Base Level
&
OA 1070 - Word 2000 Intermediate Level

INSTRUCTOR: Kelly Coulter Office: C214
Office Phone: 539-2829 Email: coulter@gprc.ab.ca
Office Hours: Tuesday & Thursday 1:00 - 2:00

TEXT: Rutkosky, Nita Hewitt Microsoft Word 2000 St.Paul, MN. Paradigm Publishing Inc.

Ober, Hanson, Johson, Rice, Poland, and Rossetti College Keyboarding and Document Processing for Windows. 8th Edition Westerville, OH. Glencoe/McGraw-Hill

Department of Office Administration Formatting Guide

SUPPLIES: 3 disks and disk holder
Portfolio binder or folder
Manila file folder and label

PREREQUISITE: None

COURSE DESCRIPTION: This course focuses on the word processing skills necessary for the production of professional documents including letters, memos, reports, envelopes, and tables. Emphasis is on the proficient use of Word 2000 to create professional mailable documents within prescribed deadlines.

Course Objectives: The student will be able to:

1. Apply the software program to produce intermediate level office documents in accordance with business standards and within acceptable time limits.
2. Resolve unexpected problems arising from the use of computer hardware and software.
3. Maintain a professional file management system. (see formatting guide)
4. Start and continually develop materials for an employability skills portfolio.

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.

Assignments - 30%

- ✓ all marked assignments are graded out of 9
 - deduct 1 for each keyboarding error
 - deduct 2 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 - 20%

- ✓ will consist of unit and topic tests

Final Practical Exam - 40%

- ✓ 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 student 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. DON'T DO IT!!!

OFFICE ADMINISTRATION 1060/1070

TENTATIVE TIMELINE

DATE (beginning)	WEEK #	ACTIVITY	REFERENCES/ RESOURCES	ASSIGNMENT
SEPT 5 th	1	Course Outline & Introductions		<i>Scavenger Hunt and Quiz</i>
SEPT 10 th	2	keyboarding skills and drills	Mastering Keyboard Skills - Ubelacker	<i>Active Participation in Drills & Activities</i>
SEPT 17 th	3	keyboarding skills and drills	"	"
SEPT 24 th	4	Creating, saving, editing & printing word documents	Word 2000 - Chapter 1	<i>Ex 1-7 Skill assessment 1-3 Word Button Review & Terms Review</i>
		Formatting Characters	Word 2000 - Chapter 2	<i>Ex 1-8 (9-12 on own) Skills assessment 1-5 Gregg ex Memo 1-4 Pg. 60-62</i>
OCT 1 st	5	Formatting Paragraphs	Word 2000- Chapter 3	<i>Ex 1-21 Skills assessment 1-8 Gregg ex. letters 1-3 Pg. 51</i>
OCT 8 th	6	Formatting Documents & Sections	Word 2000 - Chapter 4	<i>Ex 1-17 Skills assessment 1-4</i>
OCT 15 th	7	Maintaining & Printing Documents	Word 2000 - Chapter 5	<i>Ex 1-11 & 16-28 Skills assessment 1-7 Supplementary work additional skill builders Using Explorer</i>
OCT 22 nd	8	MIDTERM (Oct 22-23) & Using Writing Tools	Chapters 1-5 Word 2000 - Chapter 6	<i>Ex 1-16 Skills assessment 1-7 Gregg Reports 1-4 Pg.45</i>

OCT 29 th	9	Manipulating Tabs	Word 2000 - Chapter 7	<i>Ex 1-10</i> <i>Skills assessment 1-6</i>
NOV 5 th	10	Manipulating Text	Word 2000 - Chapter 8	<i>Ex 1-12</i> <i>Skills assessment 1,2,3,5</i>
NOV 12 th	11	Formatting with special features	Word 2000 - Chapter 9	<i>Ex 1-10</i> <i>Skills assessment 1-5</i>
NOV 19 th	12	Creating Headers & Footers in a Document	Word 2000 - Chapter 10	<i>Ex 1 - 11</i> <i>Skills assessment 1 - 3</i>
NOV 26 th	13	Creating Footnotes & Endnotes	Word 2000 - Chapter 11	<i>Ex 1-8</i> <i>Skills assessment 1-3</i> <i>Gregg Reports 20 - 23</i>
DEC 3 rd	14	Review & Final Exam		