

GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION  
COURSE OUTLINE

OCT 22 1998

OA1060A2 WORD 97 A Base Level Course  
and  
OA1070A2 WORD 97 An Intermediate Level Course

**Instructor:** Sharron Barr  
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[Barr@GPRC.ab.ca](mailto:Barr@GPRC.ab.ca)  
Office Hours: 10 a.m. – 12 Noon Monday to Friday  
OR  
By appointment as required

**Text:** Department of Office Administration Formatting Guide

Ober, Hanson, Johnson, Rice, Poland, and Rossetti College Document Processing for Windows. 8<sup>th</sup> Edition Westerville, OH. Glencoe/McGraw-Hill.

Morrison, Connie A A Practical Approach to Microsoft Word 97 for Windows 95 Complete Course. Cincinnati, OH. South-Western Educational Publishing 1998.

Toyka, Gordon, and Strom Workbooks for Writers. 1<sup>st</sup> Canadian Edition Scarborough, ON. Prentice Hall Canada Inc. 1996

**Supplies:** 3 disks and disk holder (recommended)  
Portfolio binder or folder  
Disk Log (note book)  
Manila file folder and label (legal)

**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 97 to create mailable copy within the deadlines prescribed.

**Course**

**Objectives:** The student will:

Apply the software program to produce intermediate level office documents in accordance with business standards and within acceptable time limits. (See formatting guide)

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Resolve unexpected problems arising from the use of computer hardware and software.

Maintain a professional file management system. (See formatting guide)

Start and continually develop materials for an employability skills portfolio.

**Grading:** Daily Attendance is essential!!

Not all assignments can be completed in class time. Students are responsible for completing assignments outside of class time when necessary.

Assignments are due at 3 p.m.

Late assignments will receive a penalty of -2 each day late.

Assignments must be coded in order to receive a grade

Missed assignments will receive a grade of 0.

The student is responsible for the maintenance of grade sheets.

Assignments must be submitted in an orderly fashion as per the grade sheet.

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**GRADING CONTINUED:**

<b>OA1060 MS WORD '97 A Base Level Course</b>		
Assignments	30%	All assignments are graded out of 9 points. -3 for format errors and -2 for proofreading errors. REFER TO HANDBOOK AND GUIDE
Tests	20%	All tested materials are timed and graded out of 9 points. -3 for format errors and -2 for proofreading errors. REFER TO HANDBOOK AND GUIDE
Final Practical Exam (10 hours)	40%	All tested materials are timed and graded out of 9 points. -3 for format errors and -2 for proofreading errors. REFER TO HANDBOOK AND GUIDE
Employability Skills Portfolio	10%	Credit - No Credit
<i>Total</i>	100%	
<b>OA1070 MS Word '97 An Advanced Level Course</b>		
Assignments	10%	All assignments are graded out of 9 points. -3 for format errors and -2 for proofreading errors. REFER TO HANDBOOK AND GUIDE
Tests	10%	All tested materials are timed and graded out of 9 points. -3 for format errors and -2 for proofreading errors. REFER TO HANDBOOK AND GUIDE
Final Projects I and II	30%	Projects are graded out of 9 points. -3 for format errors and -2 for proofreading errors. REFER TO HANDBOOK AND GUIDE
Final Practical Exam (10 hours)	40%	All tested materials are timed and graded out of 9 points. -3 for format errors and -2 for proofreading errors. REFER TO HANDBOOK AND GUIDE
Employability Skills Portfolio	10%	Credit - No Credit
<i>Total</i>	100%	

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**COURSE CONTENT:**

- ◆ Ergonomics
- ◆ Keyboarding Skill and Accuracy Development
- ◆ Information Management and Disk Log Book
- ◆ Document Creation
- ◆ Selecting and Editing Text
- ◆ Moving and Copying Text
- ◆ Spell Check, Grammar Check and Thesaurus use
- ◆ Formatting Features
- ◆ Page Breaks
- ◆ Page Numbers
- ◆ Headers and Footers
- ◆ Footnotes and Endnotes
- ◆ Using Help
- ◆ Tabs, Indents, Margins
- ◆ Memos
- ◆ Letters: Envelopes, Multipage and with Tables
- ◆ Reports: Multipage Roughdraft, with Lists, with Displays, Styles (APA, MLA)
- ◆ Tables: Simple, with Column Headings, with Totals
- ◆ Styles
- ◆ Sort
- ◆ Replace