



GRANDE PRAIRIE REGIONAL COLLEGE
ADMINISTRATIVE TECHNOLOGY
COURSE OUTLINE

OA 1060 - Word 2003 Level I (3) (0-0-4)
&
OA 1070 - Word 2003 Level II (3)(0-0-4)

INSTRUCTOR: Sharron Barr Office: A313B
Office Phone: 539-2777
email: sbarr@gprc.ab.ca
Office Hours: Monday-Friday 2:30 – 3:30

TEXT: Rutkosky, Nita Hewitt Microsoft Word 2003 St.Paul, MN. Paradigm Publishing Inc.

VanHuss, Forde, Woo Robertson Keyboarding and Word Processing Lesson 1-6 Word 2003, Scarborough, ON. Thomson Nelson

Gregg Reference Manual
Random House Dictionary

SUPPLIES: Portfolio binder or folder
5 Manila file folders and labels

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 2003 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.
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. If you are ill, please call your instructor 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, p. 35)

Assignments - 25%

- ✓ all marked assignments are graded out of 10
 - 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 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 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

Employability Skills Portfolio Submission – 5%

- ✓ the student will present Word 2003 documents – labels in protective sheets – minimum 20 documents

COURSE POLICY (ATTACHED)

September 2005



Monday	Tuesday	Wednesday	Thursday	Friday
			1 College Orientation	2 Department Orientation
5 Labor Day No Classes	6 Keyboarding Placement Test & E-mail signup Course Outline Course Schedule	7 Home Row	8 Home Row Review – H&G Upper Row 1 minutes TW's	9 Review Home Row Review H & G Review Upper Row Lower Row
12 Review Home Row Review Upper Row Review Lower Row Drill Work Individual Reaches – Handout – Pages SB 2 – SB 4	13 Keyboard Review Handout Page 24 Rutkowsky Chapter 1 Creating, Printing and Editing Document	14	15	16 Chapter 1 Ex 1-7 Reviewing Key Points DUE
19 Review Graded Work Chapter 1 Skill Assessments DUE	20 Chapter 1 Ex. Redo's – DUE Review Graded Work Interoffice Memos – Van Huss Apps	21 Chapter 1 Skill Assessment Redo's Due Memos Due	22 Review Memos Memo Redo's Due Overview Memo Test	23 Interoffice Memo Test
26 Review Memo Test Overview Chapter Word 2003	27 Chapter 2 Exercises 1 – 8 Due	28 Chapter 2 Ex. 9 – 13 do together Review Key Points Due	29 Review Graded Work	30 Chapter 2 Skill Assessments DUE Redo's DUE

October 2005



Monday	Tuesday	Wednesday	Thursday	Friday
3 Business Letters – Van Huss Apps	4 App29d-d1 & d2 Due	5 App 29d-d3 & 30e-d1 Due	6 App 30e-d2 & d3 Due	7 All Business Letter Redos Due Business Letters Test Day 1
10 Thanksgiving	11 Business Letters Test Day 2	12 Review Business Letters Test Chapter 3 Overview	13	14 Chapter 3 Ex 1 – 21 Reviewing Key Points Due
17 Review Graded Work	18 Redos Due	19	20 Chapter 2 Skill Assessments Due	21 Review Graded Work Portfolio Submission Due (5 work samples)
24 Final Exam OA1060 Day 1	25 Final Exam OA1060 Day 2	26 Final Exam OA1060 Day 3	27 Final Exam OA1060 Day 4	28 Final Exam OA1060 Day 6
31 Review Final Exam Review OA1060 Final Grade OA1070 – Business Reports				

November 2005



Monday	Tuesday	Wednesday	Thursday	Friday
	1 Chapter 10 Simple Reports Applications 35e-d1 – Module Check Point 5 Chapter 5 Word 2003 & Word Chapter 6	2	3	4 Chapter 5 Word 2003 Due Chapter 6 Word 2003 Due
7 Review Graded Work (No redos Chapter 5 & 6)	8	9 Chapter 10 Reports Due	10 Fall Break	11 Remembrance Day
14 Review Graded Work Unit 1 Assessment	15 Reports Redoes and Unit One Assessment Due	16 Unit One Test	17 Reports Test Day 1	18 Reports Test Day II
21 Review Tests Chapter 7 - tabs	22	23 Chapter 7 Due Chapter 8	24 Review Graded Work	25 Chapter 7 Redos Due Chapter 8 Due
28 Review Graded Work Chapter 9 Formatting Special Features	29 Chapter 8 Redos Due	30 Chapter 9 Due		

December 2005



			Final Exam Review 1	Final Exam Day 1 2
Final Exam Day 2 5	Final Exam Day 3 6	Final Exam Day 4 7	Final Exam Day 5 8	Final Exam Day 6 9
FINAL EXAM DAY 7 12 TBA	13	14	15	16