



Grande Prairie Regional College
Administrative Technology
Course Outline
OA1080B3
3 (0-0-5) 75 hours
Winter, 2005

Microsoft Word 2002, An Advanced Level Course
MWF 11:30 -12:50
Room A313

Instructor: Cara Leaf
Office Phone: 539-2005 Email: cleaf@gprc.ab.ca

Text: Ober, Hanson, Johnson, Rice, Poland, and Rossetti, *College Keyboarding and Document Processing for Windows 8th Edition*, McGraw Hill, 1997.

Nita Rutkosky, *Microsoft Word 2002 Signature Series*, EMC Paradigm.

Department of Administrative Technology Advanced Formatting Guide

Supplies: 10 disks and disk holder
Portfolio binder
5 Manila file folders and labels

Prerequisite: OA 1060/1070

Course Description: This course focuses on core to expert level word processing skills necessary for the production of professional documents including letters, memos, tables, reports and manuscripts. Emphasis is on the expert use of Word 2002 to create professional mailable documents within prescribed deadlines. Students will complete Word 2002 core skill sets and mover to expert Word 200 skill sets.

Course Objectives: The student will be able to:

1. Apply the software program to produce expert 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. Start and continually develop materials for an employability skills portfolio.

Word Processing: Advanced word processing concepts will be covered including: tables, sort/select, footers, graphics, styles, draw, macros,

hyperlinks, merge labels, columns, math, forms, desktop, and table/ edit features.

Formatting: Focus is on advanced document formatting in relation to letters, memos, business forms, tables, newsletters, reports, legal documents, itineraries, news releases and other business documents.

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. 29)

Assignments & Projects- 20%

- ✓ all marked assignments are graded out of 10
deduct 2 for each keyboarding error
deduct 3 for each formatting error or program application error
- ✓ not all assignments will be assigned a grade
missed assignments will not be accepted after marked material has been graded and handed back

Unit Performance Assessments and Production Quizzes - 25%

- ✓ will consist of unit and topic tests

Midterm – 20%

The midterm will include material and chapters from the text, covered up to the mid point of the semester. There will be no make up exam if this exam is missed.

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 - 5 %

- ✓ the student will demonstrate job success skills through:
regular attendance and punctuality (note pg. 33 College calendar)
timely completion of work
maintaining a high standard of work

Plagiarism:

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

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.