

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

JAN 25 2000

Grande Prairie
College

OA 1080 – MICROSOFT WORD '97 (for Windows '95)
An Advanced Level Course

- Instructor:** Diane Kinderwater, C302
Telephone 539-2783 (w), 532-7944 (h).
E-mail: kinderwater@gprc.ab.ca
- Texts:** *A Practical Approach to Microsoft Word 97 for Windows 95, Complete Course* by Connie Morrison, South-Western Publishing
College Keyboarding & Document Processing for Windows, 8th Edition by Ober, Hanson, Johnson, Rice, Poland & Rossetti, Glencoe Publishing
- Supplies:** Formatting Guide for Office Administration
2 file folders, 2 floppy HD disks, Handbook for Writers
- Course Description:** Students will learn to use a common word processing software program as a tool for the composition and formatting of business documents. Emphasis will be placed on strategies used to learn the software and transfer the learning to other computer programs. Students will be expected to integrate their learning of software functions with their knowledge of business writing and correct business formats to produce professional looking documents that adhere to standards expected in the workplace.
- Course Objectives:** The student will demonstrate the ability to:
- Apply a variety of resources and methods to successfully perform advanced features of Microsoft Word
 - Communicate knowledge of Microsoft Word
 - Transfer knowledge and skills to other computer programs
 - Use Microsoft Word to produce finished documents in accordance with business standards for timely completion, correctness of content and format, professional appearance, and creativity
 - Work collaboratively with others to complete complex projects
 - Accept responsibility for backup routines and preventative maintenance routines
 - Accept that unexpected problems will arise from the use of the computer hardware or software and endeavor to resolve them

- Exhibit ethical behavior with respect to copyright on software, confidentiality, privacy of documents on the screen, and sharing of disks and information
- Exhibit business standards of behavior with respect to attendance, punctuality, time management, positive attitude, and respect for other individuals.

Course Policy:

- Attendance at regularly scheduled classes is mandatory. If you are ill, you must notify your instructor by telephone (539-2783), please leave a message if I am out of my office.
- Assignments are due on the dates set by the instructor. Late assignments will be docked by 5 marks for each day late.
- If you miss an exam, there are no make-ups.
- Academic honesty: please refer to page 17 of the College Calendar
- All assignments assigned during the semester must be completed in order to write the production final in this course.
- Your mark sheet must be stapled to the inside left cover of your file folder. This mark sheet is to be handed in to your instructor on the last day of classes in order to receive 15% of your grade. Please keep the mark sheet/folder in a safe place until you turn them in.

Grading:	Assignments:	15%
	Tests, quizzes:	35%
	Final Project:	50%

Notes:

Not all assignments can be completed in the class times allotted for this course, therefore students are responsible for completing their assignments outside of class time when necessary. If you miss a class, please have a classmate you can contact to find out what you missed.