



GRANDE PRAIRIE REGIONAL COLLEGE
ADMINISTRATIVE TECHNOLOGY
COURSE OUTLINE
WINTER, 2005

3 (0-0-5) 75 hours

*OA 1080 Microsoft Word 2002
An Advanced Level Course*

INSTRUCTOR: Kelly Coulter Office: C214
Office Phone: 539-2829 Email: kcoulter@gprc.ab.ca
Office Hours: M-F 1:00 – 2:30 or by appointment

TEXT: Ober, Hanson, Johson, Rice, Poland, and Rossetti College Keyboarding and Document Processing for Windows. 9th Edition Westerville, OH. Glencoe/McGraw-Hill

Rutkosky, Nita Hewitt Microsoft Word 2002 St.Paul, MN. Paradigm Publishing Inc.

Department of Administrative Technology 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 the word processing skills necessary for the production of professional documents including letters, memos, reports, manuscripts, and tables. Emphasis is on the expert use of Word 2002 to create professional mailable documents within prescribed deadlines. Students will move through intermediate to advanced Word 2002 features.

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, mail merges, 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. 36)

Assignments & Projects- 30%

- ✓ all marked assignments are graded out of 9
 - deduct 2 for each keyboarding/spelling 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 – you will receive a grade of 1 for the material

Unit Performance Assessments and Production Quizzes - 30%

- ✓ will consist of unit and topic tests
- ✓ *Tests/quizzes missed may, by immediate consultation between the student and instructor, be added to the final examination. Failure to contact the instructor will result in a grade of 1*

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

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!!!