



# Grande Prairie Regional College

## School of Business

### Department: Administrative Technology

COURSE OUTLINE – Fall 2006

### OA2065 (0-0-5) MICROSOFT WORD 2003 CORE LEVEL 1

**Instructor** Diane Kinderwater

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**Office Hours** Please check my office door

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#### **Prerequisite(s)/corequisite(s):**

None

#### **Required Text/Resource Materials:**

Microsoft Word 2003, Signature Series, Nita Rutkowsky, EMC Paradigm  
College Keyboarding: Keyboarding and Word processing Lessons 1-60, VanHuss,  
Thomson-Nelson  
Gregg Reference Manual  
Formatting Guide for Administrative Technology students

Two standard size file folders

Two data disks

Data disk holder or protector

Binder, notepaper, pens

Day timer or Scheduler

**Description:** This Word course focuses on the core skills necessary for production of professional business documents. Students will complete Word 2003 core level skills including: creating, printing and editing documents; formatting characters, paragraphs, documents and sections; maintaining documents; writing tools; manipulating tabs and text within documents; and formatting using special features.  
Note: This course is equivalent to OA1060 for credit purposes.

**Credit/Contact Hours:**

75 Hours

**Delivery Mode(s):**

Lecture/Lab

**Objectives:**

- Apply a variety of resources and methods to successfully perform core features of Microsoft Word 2003 to produce business documents
- Communicate knowledge of Microsoft Office software
- 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 preventive 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 screen, and sharing of disks and information.
- Exhibit business standards of behavior with respect to attendance, punctuality, time management, positive attitude, and respect for others.

**Course Policy:**

- Attendance is required and will be taken at each class. If you are ill, please call your instructor. More than three missed classes is considered excessive and may result in a recommendation of "Debarred from Exam"
- In-class tests, mid-terms and finals must be completed at scheduled times. Alternate or individualized exams will not be considered. Failure to complete scheduled exams will result in a "0"

- Get to know a classmate. If you miss a class, have the classmate call you with your assignments. YOU are responsible for any work missed and assignments due, even if you are absent. All assignments must be completed before attempting final project and exam.

**Grading Criteria:**

Assignments:	20%
Tests and Quizzes:	20%
Final Project:	30%
Final Exam:	30%

Note: assignments are credit/non-credit basis, and this is recorded on a marks sheet contained in each student's file folder, which forms a record of the student's progress. Before writing the Final Exam, students are required to turn in their file folder, with its completed marks sheet, to instructor for credit.

Grades will be assigned on the Letter Grading System.

**Administrative Technology Department**

**Grading Conversion Chart**

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A+	4	90 – 100	EXCELLENT
A	4	85 – 89	
A-	3.7	80 – 84	FIRST CLASS STANDING
B+	3.3	76 – 79	
B	3	73 – 75	GOOD
B-	2.7	70 – 72	
C+	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C-	1.7	60 – 63	
D+	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

**Statement on Plagiarism:**

The instructor reserves the right to use electronic plagiarism detection services.