



Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE – WINTER 2006

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

Instructor Diane Kinderwater

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Office Hours Tuesdays and Thursdays – 10:00 a.m. to 3:30 p.m.

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" (College Calendar, page 43.)

- 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.

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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.