

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

F 97

OA2220 - WORD PROCESSING II

Instructor: Gail Sherman, A313A
Office Hours: Monday to Friday 13:00 - 14:00
or by appointment
Telephone: 539-2002 (w) 568-4153 (h)

Instruction Assistants: Grace Walton, 539-2965
Liz Jacobs, 539-2059

- TEXT:** Microsoft Word 7, Complete Concepts and Techniques
Shelly, Cashman, & Vermaat
- PREREQUISITE:** OA1020 Document Formatting or approximately 40 net words per minute and/or equivalent work experience.
- COURSE DESCRIPTIONS:** 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 which adhere to standards expected in the workplace.
- COURSE OBJECTIVES:** The student will demonstrate the ability to:
- Apply a variety of resources and methods to learn word processing software.
 - Communicate knowledge of word processing software.
 - Transfer knowledge and skills to other computer programs.
 - Use word processing software 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 behaviour with respect to copyright on software, confidentiality, privacy of documents on screen, and sharing of disks and information.
- Exhibit business standards of behaviour with respect to attendance, punctuality, time management, positive attitude, and respect for other individuals.

**COURSE
POLICY:**

1. Attendance is mandatory, if you are ill you must notify your instructor by telephone (539-2002).
2. Assignments are due (15:30 p.m.) on the dates set by the instructor. Assignments may be handed in early; but 5 marks will be deducted for each day the assignment is late.
3. No make ups on missed exams. Exam percent of the missed exam will be added to the final exam.
4. Academic dishonesty - refer to page 19 of the college calendar.
5. All major assignments must be completed in order to complete this course.

GRADING:

Assignments	30%
Tests, Quizzes	20%
Final Project	50%