

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

W.O.O

OA 2620 - MICROSOFT WORD 97

INSTRUCTOR:

Cindy Gerritsen
Office: C-213
Office Phone: 539-2971
Home Phone: 539-5574
Email: cindygerritsen@GPRC.ab.ca
Office Hours: Monday & Wednesday: 8:30-9:30
Tuesday & Thursday: 10:00-11:00
Friday: 11:30-1:00
Or by appointment
Instructional Assistants: Grace Walton 539-2965
Liz Jacobs 539-2059

TEXT:

Ober, Hanson, Johnson, Rice, Poland, and Rossetti College Keyboarding and Document Processing for Windows, 8th Edition Westerville, OH. Glencoe/McGraw-Hill.

Morrison, Connie A A Practical Approach to Microsoft Word 97 for Windows 95 Complete Course. Cincinnati, OH. South-Western Educational Publishing 1998.

Department of Office Administration Formatting Guide

SUPPLIES:

3 disks (disk holder recommended)
2 file folders
Random House Dictionary
Gregg Reference Manual

PREREQUISITE:

None.

**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 be able to:

1. Apply a variety of resources and methods to successfully perform advanced features of Microsoft Office to produce integrated documents.
2. Communicate knowledge of Microsoft Word.
3. Transfer knowledge and skills to other computer programs.
4. Use Microsoft Word to produce finished documents in accordance with business standards for timely completion, correctness of content and format, professional appearance, and creativity.
5. Work collaboratively with others to complete complex projects.
6. Accept responsibility for backup routines and preventive maintenance routines.
7. Accept that unexpected problems will arise from the use of the computer hardware or software, and endeavour to resolve them.
8. Exhibit ethical behaviour with respect to copyright on software, confidentiality, privacy of documents on screen, and sharing of disks and information.
9. Exhibit business standards of behaviour with respect to attendance, punctuality, time management, positive attitude, and respect for other individuals.

ATTENDANCE:

Attendance is mandatory. If you are ill, you must notify your instructor prior to the beginning of class. More than 3 missed classes will result in a recommendation of debarred from any exam. On the advice of the instructor and with concurrence of the Department Chair and the Registrar, a student may be disbarred from an examination when attendance requirements are not met. Students debarred from an examination on the basis of attendance will be given a grade of zero on the exam.

GRADING:

Daily attendance is essential for successful completion of course material. In order to complete this course successfully, you must attend daily and complete all major assignments.

Assignments must be coded in order to receive a grade.

Assignments are due as indicated by the instructor. Late assignments will receive a penalty of -5 for each day late. Missed assignments will receive a grade of zero.

If you miss an exam, there are no make-ups. In special cases (instructor notified), the percentage of the missed exam MAY be added to the final exam, with permission from the instructor. A missed exam without the instructor's PRIOR knowledge, will receive a grade of zero.

Academic dishonesty - refer to page 27 of the college calendar.

The student is responsible for the maintenance of grade sheets.

Your final mark will be determined as follows:

OA 2620 MICROSOFT WORD		
Assignments	30%	Each page of an assignment is marked out of 10 marks -3 for format errors -2 for proofreading errors
Tests	20%	Each page of a document prepared is marked out of 10 marks -3 for format errors -2 for proofreading errors
Quizzes	5%	Each page of a document prepared is marked out of 10 marks -3 for format errors -2 for proofreading errors
Final Practical Exam (1.2 Hours)	45%	Each page of a document prepared is marked out of 10 marks -3 for format errors -2 for proofreading errors
Total	100%	

OA 2620 Microsoft Word
 COURSE OUTLINE ADDENDUM
 LEARNING OUTCOMES
 in accordance with
 CANADA COUNCIL'S CRITICAL EMPLOYABILITY SKILLS

Preamble

A review of Canada Council's Critical Employability Skills has produced a set of 22 learning outcomes. In order to enhance the probability that employability skills will be given the emphasis they deserve in this course, these learning outcomes are being included as part of the course outline.

Learning Outcome	Evidence for Employability Skill Portfolio	C=Skill learned in content P= Skill is practiced A= Skill is assessed	Assessment
Compose messages, memos, letters, and short reports, correctly applying the fundamental principles of spelling, grammar and punctuation	Printout of all assignments	C P A	Work timed and graded.
Utilize active listening skills to accurately condense and record verbal information, instructions, and ideas.	All production work and class conduct is	C P	

Select, apply, and adapt computer software tools such as word processing, to business related tasks	Printout of all assignments	C P A	Work timed and graded
Transfer skills and knowledge of software, technology, and business systems from one situation to another.	Building from basic word processing skill to increase knowledge level of software and related applications	C P	
Achieve business standards for efficiency and quality of work.	Complete perfect letter, memo, and report, for inclusion in Portfolio	C P A	Work timed and graded
Share skills and knowledge with others in formal and informal learning situations.	Teaching others, peer support in assignments	P	