

Grande Prairie Regional College
Administrative Technology
Course Outline
Fall 2003
OA2620M2 - Microsoft Word 2002 (3) (0-0-5)
Core Level

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| Prerequisite | None |
| Session Details | Monday 10:00 – 11:20 Tuesday and Thursday, 8:30 – 9:50 |
| Instructor | Diane Kinderwater Office A313A Phone (780) 539-2783 Home (780) 532-7944 Assisted by Grace Walton Office A306 539-2777 |
| Text: | Microsoft Word 2002, Signature Series, Nita Rutkosky, EMC Paradigm |
| Delivery Mode | Lecture/Lab |
| Supplies: | Formatting Guide for Administrative Technology Students 2 file folders, 2 data disks Data disk protector or holder Binder, notepaper and pens Daytimer or scheduler |
| 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. Equivalent to OA 1070+OA1080 for credit purposes |

Course Objectives:

The student will demonstrate the ability to:

- Apply a variety of resources and methods to successfully perform core features of Microsoft Office 2002 to produce business documents.
- Communicate knowledge of Microsoft Office.
- Transfer knowledge and skills to other computer programs.
- Use Microsoft Office 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 and will be taken at each class. If you are ill, you must notify your instructor by telephone (539-2783). Three (3) missed classes is considered excessive absences and may result in a recommendations of "Debarred from Exam". Please refer to page 35 of the College Calendar.
2. Assignments are due on the dates set by instructor. No lates are accepted unless by previous arrangement. If you are absent from class, your due dates are still in effect, they do not change. Get to know a classmate and exchange phone numbers so you can always check up on what you have missed.
3. All assignments must be completed before exams can be attempted
4. In-class tests, midterms and final exams must be completed at the scheduled times. Not all quizzes are announced but occur at instructor's discretion. Alternative or individualized examination times will not be considered. Failure to complete examinations at the scheduled times will result in a grade of 0, there are no make-ups.
5. Academic dishonesty - refer to page 38 of the college calendar. Plagiarism will not be tolerated.
6. All major assignments must be completed in order to complete this course.
7. Your marks sheet must be turned in to your instructor upon completion

of the course in order to receive credit for your assignments. As this is worth 20% of your grade, please keep these sheets in a safe place until you can turn them in.

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| GRADING: | Assignments | 20% |
| | Tests, Quizzes | 20% |
| | Final Project: | 60% |

NOTES: