

**GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE**

OA 2620 - MICROSOFT WORD

- INSTRUCTOR:** Diane Kinderwater, C302
Phone 539-2783
- TEXT:** Microsoft Word 97, Nita Hewitt Rutosky, EMC
Paradigm, 1998
- SUPPLIES:** Formatting Guide; Office Administration
2 file folders (standard size)
2 computer data disks (1.44 mg, HD)
Dictionary
- 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 the standards expected in the workplace.
- COURSE OBJECTIVES:** The student will demonstrate the ability to:
- Access and apply a variety of resources and methods to successfully perform proficiency skill sets of Microsoft Word to produce business documents.
 - Communicate knowledge of Microsoft Word
 - Transfer knowledge and skills to other computer programs
 - Use MS 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 assignments
- Accept responsibility for backup routines and preventive maintenance routines.
- Accept that unexpected problems will arise from the use of computer hardware or software and endeavor to resolve those problems
- 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:

- Attendance is mandatory. If you are ill or experience unforeseen circumstances, you must notify your instructor at 539-2783 and leave a message if I am not in.
- Assignments are due on the dates set by instructor. Late assignments only accepted by special arrangement.
- No make-ups on missed exams.
- Academic dishonesty, refer to page 19 of College Calendar
- All assignments must be completed and marked in order to receive credit for this course
- Marks sheet is to be stapled inside your file folder and turned in to your instructor upon completion of the course in order to receive credit for the assignments. This is worth 30% of your grade, please keep these sheets in a safe place. It is YOUR responsibility to hand in these sheets.

GRADING:

Assignments:	30%
Performance Assessments & Production Quizzes:	20%
Final Production Project:	50%

Note: Final production project must be completed during the last two weeks of regularly scheduled classes, in class time. Disks and completed components are handed in at the end of each class. There are no extensions for this project.