



# Grande Prairie Regional College

**School of Business**

**Department: Administrative Technology**

**COURSE OUTLINE – FALL 2006, WINTER, 2007**

**OA2620 (0-0-5)**

**MICROSOFT WORD 2003 LEVEL 11 (Intermediate)**

**Instructor** Diane Kinderwater

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**Office Hours** Please check schedule posted on office door

**Prerequisite(s)/corequisite(s):**

OA2065

**Required Text/Resource Materials:**

Microsoft Word 2003, Signature Series, Nita Rutkowsky, EMC Paradigm

Gregg Reference Manual

Formatting Guide for Administrative Technology students

**Description:**

This course focuses on the intermediate word processing skills necessary for the production of professional business documents. Students will complete Word 2003 skills including: creating charts and tables, sharing documents, creating footnotes and endnotes, sorting and selecting text, special features in Word, adding visual elements, and using Wordart.

**Credit/Contact Hours:**

75 hours

**Delivery Mode(s):** Lecture/Lab

**Objectives:**

- Apply a variety of resources and methods to successfully perform intermediate features of Microsoft Word 2003 to produce business documents.
- Communicate knowledge of Microsoft Office software
- Transfer knowledge and skills to other computer programs
- Use MS Word to produce finished documents in accordance with timely business standards
- Word collaboratively with others to complete complex projects
- Accept responsibility for backup routines and preventative maintenance routines
- Accept that unexpected problems will arise from the use of computer hardware and software and endeavor to solve 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 and leave a message to that effect.
- More than three missed classes is considered excessive and may result in a recommendation of "Debarred from Exam".
- In-class tests, mid-terms and finals must be completed at scheduled times. Alternate or individualized 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 projects and final exam.

**Grading Criteria**

Assignments:	20%
Tests and Quizzes:	20%
Final Project:	30%
Final Exam:	30%

Grades will be assigned on the Letter Grading System.

**Administrative Technology Department  
Grading Conversion Chart**

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A <sup>+</sup>	4	90 – 100	EXCELLENT
A	4	85 – 89	
A <sup>-</sup>	3.7	80 – 84	FIRST CLASS STANDING
B <sup>+</sup>	3.3	76 – 79	
B	3	73 – 75	GOOD
B <sup>-</sup>	2.7	70 – 72	
C <sup>+</sup>	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C <sup>-</sup>	1.7	60 – 63	
D <sup>+</sup>	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

**NOTE:** assignments are credit/non-credit and are recorded by instructor in each student's file folder. This forms the basis for a record of student progress. Before writing final production exam, the file folder containing the completed marks sheet is to be turned in to instructor for recording of credit.

**Course Schedule/Timeline:** MWF 8:30 – 9:50 a.m.

**Statement on Plagiarism:**

The instructor reserves the right to use electronic plagiarism detection services.