

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

F.98

~~DEC 18 2000~~

OA2620 - MICROSOFT WORD

Instructor: Gail Sherman, A313A
Office Hours: Monday to Friday 13:00 - 14:00
or by appointment
Telephone: 539-2016 (w) 568-4153 (h)

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

**TEXT:
SUPPLIES:**

Microsoft Word 2000, Nita Hewitt Rutosky.
Formatting Guide for Office Administration
2 file folders
2 disks
Handbook Writers

**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 that adhere to standards expected in the workplace.

**COURSE
OBJECTIVES:**

The student will demonstrate the ability to:

- Apply a variety of resources and methods to successfully perform advanced features of Microsoft Office to produce integrated 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, if you are ill you must notify your instructor by telephone (539-2016).
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. If you miss an exam, there are no make-ups. In special cases of illness (instructor notified) the exam percentage of the missed exam may be added onto your 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.
6. 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 30% of your grade, please keep these sheets in a safe place until you can turn them in.

GRADING:

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