

SEP. 12 2001

GRANDE PRAYRE REGIONAL COLLEGE

OFFICE ADMINISTRATION COURSE OUTLINE

OA 2620/2280 – MICROSOFT WORD

- INSTRUCTOR:** Maureen Reid – A310
Office: 539 – 2059
Home: 402 – 8620
E-mail: mreid@gprc.ab.ca
MSN: compteach16@hotmail.com
- TEXT:** Microsoft Word 2000 – Nita Rutkosky
Published by EMC Paradigm, 2000.
- SUPPLIES:** Formatting Guide – Office Administration
2 File folders (standard size)
2 Computer data disks (1.44 mg. HD)
Dictionary
- COURSE OUTLINE:** Students will learn to use a common word processing software program (Microsoft Word 2000) as a tool for the composition and formatting of business documents. Emphasis will be placed on strategies used to learn the software and 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 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, correction of content and format, professional appearance and creativity.
- ✓ Work collaboratively with others to complete assignments.
- ✓ Accept responsibility for backup routines and preventative maintenance routines.
- ✓ Accept that unexpected problems will arise from the use of computer hardware or software and endeavour to resolve those programs.
- ✓ 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 539-2059 and leave a message if I am not in.
- ✓ Assignments are due on the dates set by instructor. Late assignments are only accepted by special arrangement.
- ✓ No make-ups on missed exams
- ✓ Academic dishonesty, refer to page 37 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 into 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%