

SEP 13 2000

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

**OA2620 - MICROSOFT WORD**

Instructor: Sharron Barr, A306  
Office Hours: Monday to Friday 2:30 – 3:30  
or by appointment  
Telephone: 539-2777 (w) 539-9216 (h)

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

**TEXT:** Microsoft Word 97, Nita Hewitt Rutosky, EMC Paradigm 1998.

**SUPPLIES:** Formatting Guide for Office Administration  
2 file folders  
2 disks  
OA Reference Manual  
OA Dictionary

**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 proficiency skill sets of Microsoft Word to produce business documents.
- Communicate knowledge of Microsoft Word.
- Transfer knowledge and skills to other computer programs.
- Use Microsoft 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 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 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%
Performance Assessments & Production Quizzes	20%
Final Assessment:	50%