



Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE – FALL 2007

OA 2620 M2 3(0-0-5) 75 HOURS

Instructor Diane Kinderwater

Phone 539-2783

Office A313A

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**Office
Hours**

Please check instructor's office door for schedule

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

Microsoft Word 2007, Signature Series, Windows XP Edition, Rutkowsky and Rutkosky-Roggenkamp, Paradigm Publishing

Two standard sized file folders for assignments, Dictionary, Formatting Guide

Description: This Microsoft Word Processing course focuses on the core skills necessary for production of professional business documents. Students will learn Word core level skills including: creating, printing and editing documents, formatting characters, paragraphs, documents and sections; maintaining documents; writing tools; manipulating tabs and text within documents; and special formatting features.

Credit/Contact Hours: 75hours

Delivery Mode(s): Classroom lectures and labs, Blackboard resources

Objectives:

Students will demonstrate the ability to:

- Access and apply a variety of resources and methods to successfully perform proficiency skill sets in MS Word to produce business documents
- Communicate knowledge of MS Word
- Transfer knowledge and skills to other computer software 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
- Word 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 computers and endeavor to resolve those problems in a professional manner
- Exhibit ethical behavior with respect to copyright on software, confidentiality, privacy of documents on screen and sharing of disks and information

Course Policy

- Attendance at class is mandatory. If you are ill or experience unforeseen circumstances, you must notify your instructor at 539-2783 and leave a message BEFORE class begins
- Assignments are due on the dates set by instructor. Late assignments not accepted
- No make ups for missed exams
- Academic honesty: please refer to page 44 of your College Calendar
- All course assignments must be completed and marked in order to attempt final word processing project
- Marks sheet must be stapled inside your file folder and turned in to instructor before attempting final word processing project
- Cell phones must be turned off during class

Grading Criteria:

Assignments	20%
Quizzes and Performance Assessments	20%
Production Final	60%

Grades will be assigned on the Letter Grading System.

**Administrative Technology Department
Grading Conversion Chart**

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

Cell Phone Policy:

Users of cell phones and other personal electronic devices must be attentive to the needs, sensibilities and rights of other members of the College community. The use of these devices must not disrupt the functions of the College overall and its classrooms and labs. Instructors have the right to have strict individual policies related to cell phones in order to provide and maintain a classroom environment that is conducive to learning and the respect of others.

Cell phones, PDA's and pagers **must be turned off and placed out of sight in classrooms and computer labs during instructional time.** Devices can only be turned on and set to silent mode with the expressed consent of individual instructors. Sending or receiving text messages or gaming on a cell phone during class is not acceptable. In addition, cell phones and other personal electronic devices incorporating cameras must be turned off and out of sight in any area in which individuals have reasonable expectations of privacy. This includes classrooms and computer labs.

Some instructors may have penalties for violations. If cell phones, pagers, calculators, recorders, digital cameras, PDA's MP3 players or other personal electronic devices are used inappropriately for the purposes of cheating or academic dishonesty, then students who do so will be penalized appropriately under the Academic Honesty policy of Grande Prairie Regional College.