



**Grande Prairie Regional College
Administrative Technology
Course Outline**

**OA 1060 B2 – Word 2002 Base Level (3) (0-0-5)
&
OA 1070 B2 – Word 2002 Intermediate Level (3) (0-0-5)**

INSTRUCTOR: Cara Leaf
Office: C411 (check my door for hours)
Office Phone: 539 – 2005
Email: cdouglsa@gprc.ab.ca

PREREQUISITE: None

TEXTBOOKS: Rutkosky, Nita Hewitt Microsoft Word 2002 St. Paul, MN Paradigm Publishing Inc.

Ober, Hanson, Johnson, Rice, Poland, and Rossetti College Keyboarding and Document Processing for Windows. 8th Edition Westville , OH.

Department of Administration Technology Formatting Guide

SUPPLIES: 20 disks and disk holder
Portfolio binder or folder
5 Manila file folders and labels

DELIVERY MODE:

Lecture/Lab

COURSE DESCRIPTION:

This course focuses on the word processing skills necessary for the production of professional business documents including letters, memos, reports, envelopes, and tables. Emphasis is on the proficient use of Word 2002 to create professional mailable documents that adhere to the standards expected in the workplace within prescribed deadlines.

GRADING:

Daily attendance is essential!! Most concepts are covered in class time, however not all assignments can be completed in class time. Students are responsible for completing assignments outside of class time when necessary. If you are ill, please call me and have a classmate inform you of the work covered that day. More than 3 missed classes may result in a recommendation of “Debarred from Exam.” (See College calendar, pg 35)

Assignments – 30%

- All marked assignments are graded out of 10
Deduct 2 for each error
- Not all assignments will be assigned a grade
- Late or missed assignments will receive a grade of 0

Unit Performance Assessments and Production Quizzes – 30%

- Will consists of unit and topic tests

Final Practical Exam – 30%

- Consists of a 5 – 10 hour in class assignment which students will produce finished quality documents applying concepts learned over the course of the semester.

Job Success Skills – 10%

- The students will demonstrate job success skills through:
 - Regular attendance and punctuality
 - Timely completion of work
 - Maintaining a high standard of work
 - Ability to work both independently and collaboratively

PLAGIARISM:

The penalty for plagiarism is SEVERE! It can consist of EXPULSION from the program and the institution or receiving a grade of one in the course. DO NOT DO IT!