GRANDE PRAIRIE REGIONAL COLLEGE
ADMINISTRATIVE TECHNOLOGY
COURSE OUTLINE

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

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INSTRUCTOR: Kelly Coulter   Office: C214
Office Phone: 539-2829   Email: kcoulter@gprc.ab.ca
Office Hours: Monday 2:30 – 4:30 Tuesday 12:00 -3:00

TEXT: Rutkosky, Nita Hewitt <u>Microsoft Word 2002</u> St.Paul, MN. Paradigm Publishing Inc.

Ober, Hanson, Johson, Rice, Poland, and Rossetti <u>College Keyboarding and Document Processing for Windows.</u> 8th Edition Westerville, OH. Glencoe/McGraw-Hill

Department of Administrative Technology Formatting Guide

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

PREREQUISTE: None

COURSE DESCRIPTION: This course focuses on the word processing skills necessary for the production of professional documents including letters, memos, reports, envelopes, and tables. Emphasis is on the proficient use of Word 2000 to create professional mailable documents within prescribed deadlines.

Course Objectives: The student will be able to:

1. Apply the software program to produce intermediate level office documents in accordance with business standards and within acceptable time limits.
2. Resolve unexpected problems arising from the use of computer hardware and software.
3. Maintain a professional file management system. (see formatting guide)
4. Start and continually develop materials for an employability skills portfolio.

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 your instructor 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, p. 35)

Assignments - 30%
✓ all marked assignments are graded out of 9
    Deduct 1 for each keyboarding error
    Deduct 2 for each formatting error
✓ not all assignments will be assigned a grade
✓ late or missed assignments will receive a grade of 1

Unit Performance Assessments and Production Quizzes - 30%
✓ will consist 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 student 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 and grade of one in the course. DON'T DO IT!!!