



GRANDE PRAIRIE REGIONAL COLLEGE
ADMINISTRATIVE TECHNOLOGIES
COURSE OUTLINE

OA1060 B2 052Q- Word 2003 Base Level (0-0-5) 75 Hours
&
OA1070 B2 052Q - Word 2003 Intermediate Level (0-0-5) 75 Hours

INSTRUCTOR: Kelly Coulter Office: E309
Office Phone: 539-2829 Email: kcoulter@gprc.ab.ca
Office Hours: Monday – Friday 3:30 – 4:30 or by appointment

TEXT: Microsoft Word 2003, Rutkosky, Nita Hewitt St.Paul, MN. Paradigm Publishing Inc.

College Keyboarding, Vanhuss, Forde, Woo, & Robertson, Thomson Publishing, 16th Edition

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 2003 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. 43)

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

Midterm and Production Quizzes - 30%

- ✓ will consist of unit and topic tests
- ✓ Missed Quizzes will be added to the Final Exam

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!!!