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

OA 1070/1080
Microsoft Word 2000
An Advanced Level Course

INSTRUCTOR: Trevor Thomas
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TEXT: Microsoft Word 2000 - Signature Series; Nita, Hewitt, Rutkosky
College Keyboarding & Document Processing for Windows,
Ober, Poland, Hanson, Ressetti, Johnson

PREREQUISITES: None

COURSE DESCRIPTION: This course focuses on the word processing skill necessary for the production of professional business documents including: letters, memos, tables, reports, and manuscripts. Emphasis is on the proficient use of word processing program Word 2000. Students will move through intermediate to advanced Word 2000 features.

COURSE OBJECTIVE: The student will:

Correctly apply the software program to produce basic office documents in accordance with business standards and within reasonable time limitations.

Resolve unexpected problems arising from the use of computer hardware and software.

Word Processing: Advanced word processing concepts will be covered including: tables, sort/select, footers, graphics, styles, draw, macros, hyperlinks, merge labels, columns, math, forms, desktop, and table/ edit features.

Formatting: Focus is on advanced document formatting in relation to letters, memos, business forms, tables, newsletters, reports, legal documents, itineraries, news releases and other business documents.

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. Work on the buddy system if you have to be away for a day.

Assignments - 25%

- ✓ All marked assignments are graded out of 9
 - deduct 1 for each keyboarding error
 - deduct 2 for each formatting or program application error
- ✓ Not all assignments will be assigned a grade
- ✓ Late or missed assignments will receive a grade of 1

Quizzes & Tests - 15%

- ✓ Will consist of unit and topic tests

Ending Production Test - 50%

- ✓ Consists of a 5-7 hour in-class assignment which students will produce finished quality products of 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
 - high standard of finished work
 - ability to work both independently and collaboratively

PLAGIARISM:

The penalty for plagiarism is SEVERE. It can consist of EXPULSION from the program and institution or receiving A grade of ONE on a course. DON'T do it!!!