

**Grande Prairie Regional College**  
**Administrative Technology**  
**Course Outline**  
**OA 2280 Section M2 - Microsoft Word 2002**  
**Expert Level (3) (0-0-5)**

**Prerequisite:** OA1080 or OA2620

**Session Details:** Fall 2003  
Tuesdays & Thursdays 11:30 – 12:50  
Fridays 1:00 – 2:20

**Instructor:** Diane Kinderwater -- A313A  
Phone 539-2783  
[dkinderwater@gprc.ab.ca](mailto:dkinderwater@gprc.ab.ca)

**Texts:** Assisted by Grace Walton – A306 Phone 539-2777  
[gwalton@gprc.ab.ca](mailto:gwalton@gprc.ab.ca)  
Advanced Microsoft Word 2002 – Desktop Publishing –  
Signature Series, Arford, Burnside and Rutkosky (EMC  
Paradigm)

**Supplies:** Formatting Guide for Admin Technology students  
2 file folders (standard size)  
2 computer data disks (1.44 mg, HD)  
Protector or holder for data disks  
Binder, notepaper and pens

**Course Description:** This course focuses on the expert level word processing skills necessary for production of business documents. Emphasis is on the skill sets student need to master the Expert Certification (MOS) exam in Word 2002.

**Course Objectives:** The student will demonstrate the ability to:

- Access and apply a variety of resources and methods to successfully perform proficiency skill sets of Microsoft Word 2002 to produce advanced business documents.
- Communicate knowledge of Microsoft Word
- Transfer knowledge and skills to other computer programs
- Use MS Word 2002 to produce finished documents in accordance with business standards for timely completion, correctness of content and format, professional appearance and creativity.
- Work 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 computer hardware or software and endeavor to resolve those problems

- Exhibit ethical behavior with respect to copyright on software, confidentiality, privacy of documents on screen, and sharing of disks and information
- Exhibit business standards of behavior with respect to attendance, punctuality, time management, positive attitude and respect for other individuals.

**Course Policy:**

1. Attendance is required and will be taken at each class. If you are ill, please call you instructor. More that 3 missed classes may result in a recommendation of “Debarred from Exam.” (See College calendar,p.35)
2. In-class tests, mid-terms, and final exams must be completed at the scheduled times. Alternate or individualized examination times will not be considered. Failure to complete examinations at the scheduled times will result in a grade of zero (0).
3. If you miss a class, have a classmate call you with your assignments. You are responsible for any work missed.
4. Assignments are due on the dates set by the instructor. Late assignments will not be marked.
5. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment. Some of these quizzes or assignments may be unannounced before that date.
6. Plagiarism will not be tolerated. Please read page 39 of your college calendar)
7. All major assignments must be completed in order to complete a course. Keep your work up-to-date

Study Partner’s Name\_\_\_\_\_

Study Partner’s Phone Number\_\_\_\_\_

**Grading:**

Assignments:	20%
Performance Assessments & Quizzes	20%
Final Production Project:	60%

Note: Final production project must be completed during the last two weeks of regularly scheduled classes, in class time. Disks and completed components are handed in at the end of each class. There are no extensions for this project. Folders containing semester assignments and marks must also be turned in to instructor for credit