

**Grande Prairie Regional College
Administrative Technology Department
Course Outline
Winter, 2004
OA2280M - Microsoft Word 2002 (3) (0-0-5)
Advanced Level**

Prerequisite	None
Session Details	Tuesdays, Thursdays: 11:30 -12:50 pm Fridays 1:00-2:20 pm
Instructor	Gail Sherman Office D402 Phone (780) 539-2071 Home (780) 513-5575 Assisted by Grace Walton Office A306 539-2777
Text:	Microsoft Word 2002, Signature Series, Nita Rutkosky, EMC Paradigm
Delivery Mode	Lecture/Lab
Supplies:	Formatting Guide for Administrative Technology Students 2 file folders, 2 data disks Data disk protector or holder Binder, notepaper and pens Daytimer or scheduler
Course Description:	Students will learn to use a common word processing software program as a tool for the composition and formatting of business documents. Emphasis will be placed on strategies used to learn the software and transfer the learning to other computer programs. Students will be expected to integrate their learning of software functions with their knowledge of business writing and correct business formats to produce professional-looking documents that adhere to standards expected in the workplace. Equivalent to OA 1070+OA1080 for credit purposes

Course Policy

Attendance is required and will be taken at each class. If you are ill, please call your instructor. More than 3 missed classes is considered excessive absences and may result in a recommendation of "Debarred from Exam." (See College calendar, p. 35)

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).

Get to know some of your classmates. If you miss a class, have a classmate call you with your assignments. You are responsible for any work missed and assignments are still due, even if you have been away. All assignments must be completed before attempting final projects or exams.

Assignments are due on the dates set by the instructor. These dates are not negotiable.

If you miss an in-class test or homework assignment, you receive a zero (0) for that assignment. Some of these assignments or quizzes may be unannounced before that date. This policy may change from course to course.

Plagiarism will not be tolerated. Read page 39 in your Calendar.

All assignments, in-class work, quizzes and exams must be completed throughout the semester in order to complete a course. Attempting missed assignments and tests at the end of the course will not be considered.

Keep your work up-to-date. If you are absent, it is your responsibility to contact your study partner to find out what work you missed.

Study Partner's Name _____
Study Partner's Phone Number _____

Please read your Rights & Responsibilities as well as Regulations and Policies beginning on page 32- of your College Calendar. Be familiar with what you can expect from your course and instructor, as well as what you are responsible for.

Course Objectives:

The student will demonstrate the ability to:

- Apply a variety of resources and methods to successfully perform core features of Microsoft Office 2002 to produce business documents.
- Communicate knowledge of Microsoft Office.
- Transfer knowledge and skills to other computer programs.
- Use Microsoft Office 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 complex projects.
- Accept responsibility for backup routines and preventive maintenance routines.
- Accept that unexpected problems will arise from the use of the computer hardware or software and endeavor to resolve them.
- Exhibit ethical behaviour with respect to copyright on software, confidentiality, privacy of documents on screen, and sharing of disks and information.
- Exhibit business standards of behaviour with respect to attendance, punctuality, time management, positive attitude, and respect for other individuals.

GRADING:	Assignments	20%
	Tests, Quizzes	20%
	Final Project:	60%

NOTES: