

Grande Prairie Regional College
Administrative Technology Department
Course Outline
Fall, 2005
OA2280M - Microsoft Word 2003
Advanced Level
(3) (0-0-5) 75 hours

Prerequisite	None
Session Details	Tuesdays, Thursdays: 11:30 a.m.-12:50 pm Fridays 10 a.m.-11:30 a.m.
Instructor	Gail Sherman, Office D402, gsherman@gprc.ab.ca Phone (780) 539-2071 Home (780) 513-5575 Assisted by Grace Walton Office A306 539-2218
Text:	MS Office Word 2003, Comprehensive College Keyboarding
Delivery Mode	Lecture/Lab
Supplies:	Gregg Reference Manual 2 file folders, 2 data disks Data disk protector or holder Binder, notepaper and pens Daytimer or scheduler
Course Description:	This course focuses on the expert level word processing skills necessary for production of business documents. Students will use MS Office Word software as a tool for the composition and formatting of business documents. Emphasis is on the skill sets students need to master the Expert Level Certification (MOUS) exam in Word 2003. The students will be expected to integrate their learning of the 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.

Course Objectives:

The student will demonstrate the ability to:

- Apply a variety of resources and methods to successfully perform core features of Microsoft Office 2003 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.

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. The College expects intellectual honesty from its students. Intellectual honesty demands that the contribution of others be acknowledged. To do less is to cheat. The College has adopted appropriate penalties for student misconduct with respect to plagiarism and cheating. Penalties are levied according to the degree of the infraction.

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 46- of your College Calendar. Be familiar with what you can expect from your course and instructor, as well as what you are responsible for.

GRADING:	Assignments	20%
	Tests, Quizzes	20%
	Final Project:	30%
	Final Exam	30%

Note: In lieu of the final exam successful completion of the MOS Core Exam = C+ and MOS Expert Exam = A+ exam grade. Note there is a cost component to the MOS Test and tests must be booked the last week in November with Diane Kinderwater. You must write a practice exam before you book your MOS exam with Diane.