

Grande Prairie Regional College
Administrative Technology
Course Outline
OA 2280A2, Microsoft Word 2002
Expert Level (3) (0-0-5)

Prerequisite: OA1080 or OA2620

Session Details: Fall 2003
A2-M-10:00-11:20 and TR 11:30-12:50
A 312

Instructor: **Sharron Barr-A -313 A**
Phone 539-2979
sbarr@gprc.ab.ca
Office Hours: 8:30-10:00 M-F

Delivery Mode: Lecture and Hands On

Text: Advanced Microsoft Word 2002-Desktop Publishing-Signature Series
Arford, Burnside and Rutkosky(EMC0 Paradigm
Gregg Reference Manual
Random House Dictionary
Word 2000 Text from Last Year

Supplies: Formatting Guide: Administrative Technology
2 file folders (standard size)
2 computer data disks (1.44mg, HD)

Course Description: Students will learn to use a common work 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 the standards expected in the workplace.

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 2002to produce advanced business documents.
- Communicate knowledge of Microsoft
- 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 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 your instructor. More than 3 missed classes may result in a recommendation of **“Debarred from Exam.”**(See college calendar. p.33)
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. Assignments may be handed in early, but only in exceptional circumstances may assignments be handed in late.
5. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment. Some of these assignments may be unannounced before that date. This item may change from course to course
6. Plagiarism will not be tolerated.
7. All major assignments must be completed in order to complete a course.
8. Keep your work up-to-date. If you are absent, phone your study partner to find out what work you missed.

Study Partner’s Name: _____

Study Partner’s Phone Number: _____

Grading:	Assignments	25%
	Performance Assessments	25%
	Final Production Project	40%
	Portfolio	10%

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 into instructor for credit.