

**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 2004  
A2-M-10:00-11:20 and TR 11:30-12:50  
A 312

**Instructor:** **Sharron Barr- Office A313B**  
**Phone 539-2979**  
[sbarr@gprc.ab.ca](mailto:sbarr@gprc.ab.ca)  
**Office Hours: 1 – 2:30 M-F**

**Delivery Mode:** Lecture and Hands On

**Text:** *Microsoft Word 2002 – Signature Series* Arford, Burnside and Rutkowski  
(EMC Paradigm)  
*Advanced Microsoft Word 2002-Desktop Publishing-Signature Series*  
Arford, Burnside and Rutkosky( EMC Paradigm)  
Gregg Reference Manual  
Random House Dictionary

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

**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 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. Late assignments will be penalized -3 for each day 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 assignments must be completed in order to complete a course and in order to qualify to take the final exam.
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:**


<b>Assignments</b>		
Chapters 21 – 25 – Word 2002		
Chapters 1- 11 – Word 2002 – Advanced Desktop Publishing		20%
<b>Unit Tests</b>		
Word Pretest		4%
Unit 5 Word 2002 Test		2%
Unit 1 Advanced Word Test		2%
Unit 2 Advanced Word Test		2%
Unit 3 Advanced Word Test		2%
<b>MOS Certification Review Tests</b>		
Unit 1-2 Word 2002		2%
Unit 3 Word 2002		2%
Unit 4 Word 2002		2%
Unit 5 Word 2002		2%
<b>Timed Production Assignments 1 – 10</b>		<b>20%</b>

Final Test	30%
Portfolio	10%

**Note: Final production test 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. In lieu of the final exam successful completion of the MOS Core Exam = B and MOS Expert Exam = A+ exam grade. Note there is a cost component to the MOS Test and tests must be booked prior to the start of the final exam. All tests can be booked with Diane Kinderwater.**

**OA2280 A2 WORD 2002 EXPERT LEVEL**  
**Course Schedule**

<i>September 2004</i>		
Monday	Tuesday	Thursday
6 <sup>th</sup> No classes	7 <sup>th</sup> Department Orientation & Advising	9 <sup>th</sup> Course Outline Course Schedule MOS Overview Pretest Day One
13 <sup>th</sup> Pretest Day Two	14 <sup>th</sup> Pretest Day Three	16 <sup>th</sup> Pretest Day Four
20 <sup>th</sup> Overview of Pretest Formatting and Word Review as required	21 <sup>st</sup> Overview Chapter 21 – Sorting Chapter 21 Assignments	23 <sup>rd</sup> Timed Assignment I Chapter 21 Workday Due Friday, September 24, 3 p.m.
27 <sup>th</sup> Timed Assignment II Chapter 21 Review Assignments Chapter 22 – Overview Chapter 22 Assignments	28 <sup>th</sup> Chapter 22 Workday	30 <sup>th</sup> Timed Assignment III Chapter 22 Workday Due Friday, October 1
<i>OCTOBER 2004</i>		
4 <sup>th</sup> Timed Assignment IV Chapter 22 Review Assignments Chapter 23 – Overview Chapter 23 Assignments	5 <sup>th</sup> Chapter 23 Workday	7 <sup>th</sup> Timed Assignment V Chapter 23 Workday Due Friday October 8 <sup>th</sup> , 3 p.m.
11 <sup>th</sup> 	12 <sup>th</sup> Chapter 24 Overview Chapter 24 Assignments	13 <sup>th</sup> Chapter 24 Workday Due Friday, October 14 <sup>th</sup> , 3 p.m.
18 <sup>th</sup> Timed Assignment IV Chapter 25 Overview Chapter 25 Assignments	19 <sup>th</sup> Chapter 25 Workday	21 <sup>st</sup> Timed Assignment VII Chapter 24 Workday Due Friday, October 22 <sup>nd</sup> , 3 p.m. Overview of Unit 5 Test
25 <sup>th</sup> Chapter 25 Review Unit 5 Test Day One	26 <sup>th</sup> Unit 5 Test Day Two	28 <sup>th</sup> MOS Review Test Unit One/Two Review Unit 5 Test Chapter 1/2– Advanced Word

<b>NOVEMBER 2004</b>		
Monday	Tuesday	Thursday
1 <sup>st</sup> Review MOS Test– check requirements MOS Review Test Unit Three Overview MOS Unit Four Advanced Word Chapter 1 Workday	2 <sup>nd</sup> Review MOS Review Test MOS Review Test Unit Four Chapter 1/ 2 Advanced Word Workday	4 <sup>th</sup> Review MOS Test MOS Review Test Unit Five Chapter 3 Advanced Word
8 <sup>th</sup> Chapter 3 Advanced Word Workday	9 <sup>th</sup> Chapter 4 Advanced Word Overview	11 <sup>th</sup> 
15 <sup>th</sup> Chapter 4 Advanced Word Workday MOS Practice Tests – as scheduled	16 <sup>th</sup> Chapter 4 Due Chapter 5 Overview Chapter 5 Assignments MOS Practice Tests – as scheduled	18 <sup>th</sup> Chapter 5 Due Equation Editor Handout MOS Practice Tests – as scheduled
22 <sup>nd</sup> Unit 1 Advanced Word Test Day I MOS Practice Tests – as schedule	23 <sup>rd</sup> Unit 1 Advanced Word Test Day 2 MOS Practice Tests – as scheduled	25 <sup>th</sup> Review Unit 1 Test Overview of Final Math Module Due
29 <sup>th</sup> Final Exam Day One	30 <sup>th</sup> Final Exam Day Two	
<b>DECEMBER 2004</b>		
		2 <sup>nd</sup> Final Exam Day Three
6 <sup>th</sup> Final Exam Day Four	7 <sup>th</sup> Final Exam Day Five	9 <sup>th</sup> Final Exam Day Six
Last three hours TBA during exam week  