ACADEMIC UPGRADING
GRANDE PRAIRIE REGIONAL COLLEGE

LL0138 WORD PROCESSING

COURSE OUTLINE

LOCATION: *The Learning Centre - A205* *TIME: (T.R. 14:30 - 15:20)*

INSTRUCTOR: *William Shaw* *Office: C207* *Phone: 539-2713*
Email Address *shaw@gprc.ab.ca*

COURSE DESCRIPTION:

LL0138 is a hands-on computer course in word processing covering introductory features of WordPerfect. You will learn to format, edit, move, copy and center documents, as well as use various fonts, print size, spell check and page numbering features. Pre-requisite: LL0137 or 21 gwam touch keyboarding speed.

RESOURCES, SUPPLIES:

Text: MasterTrak for Corel WordPerfect 8.0 by CCI Computer Courseware International Inc.

You are also required to **purchase one diskette (Double Sided, High Density, 3.5")** for the storage of your data.

COURSE FORMAT AND EVALUATION:

You are expected to follow formats and instructions given in the textbook as well as the instructions given in this course guideline. These will be followed by tutorials, assignments, and correction with marking based on the 9-point grade system. A test will be given at the end of the course to determine student mastery level.

On the first day of class you will be given instructions on how to access the software used for this course. You should then set a schedule to work on the modules prescribed for a minimum of two to four hours per week for the duration of **six weeks**. It is expected that at least one module will be completed each week. Tutorial and testing dates/times should be set in advance with the instructor.

Lesson completion and attendance for tutorial dates are compulsory.

Final evaluation:

Your final grade will include 50% of your class work and
50% of your final exam

You must achieve a average grade point of 5 to obtain credit in the course.
CR - Credit for successful completion.
NC - No credit for insufficient or inadequate work.