

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION

COURSE OUTLINE

OA1020 DOCUMENT FORMATTING

TEXT	<p><u>College Keyboarding: Complete Course with WordPerfect 5.1</u> by C. H. Duncan, S. H. VanHuss, and S. E. Warner.</p> <p><u>The Gregg Reference Manual</u>, 4th Canadian Edition, by Sabin, Millar, Sine, & Strashok.</p>
SUPPLIES	<p>8 1/2" file folder; word-processing ruler; three-ring binder (1") with a soft cover for style guide; a binder with dividers for notes and handouts; additional supplies as may be requested by the instructor.</p>
PREREQUISITES	<p>OA1010, Typing 20, or as approved by the Department of Office Administration and the instructor; key at a minimum of 30 net words per minute on a five-minute timed writing.</p>
COURSE DESCRIPTION	<p>Formatting of mailable business correspondence, reports, tables, and administrative documents.</p>
COURSE OBJECTIVE	<p>Students will be able to format mailable business correspondence, letters and memos; tables; reports and manuscripts; and administrative documents within reasonable time limitations and according to instruction.</p>
COURSE CONTENT	<p>LETTERS: business and personal in either block, modified block, or simplified style</p> <p>MEMOS: standard and simplified styles</p> <p>TABLES: open and ruled using the key-line method; using the table feature</p> <p>REPORTS AND MANUSCRIPTS:</p> <ul style="list-style-type: none">(a) Front Matter: Title Page, Letter or Memo of Transmittal, Table of Contents, and possible other front matter;(b) Body;(c) Back Matter: Endnote, Bibliography, and possible other back matter

**ADMINISTRATIVE
DOCUMENTS:**

- (a) Resume and Cover Letter
- (b) Itinerary
- (c) Notice of Meeting, Agenda, and Minutes of Meeting
- (d) Other documents, time permitting

GRADING

- The final grade will be composed of:

Assignments	10%
Style Guide Manual	5%
Project	40%
Quizzes and Tests	<u>45%</u>

100%

- Timed production will be marked out of 9:
 - deduct 1 for each keyboarding error
 - deduct 2 for each formatting error
- A grade of 4 is necessary to progress to the next level

NOTE

Late or missed assignments will be penalized. Daily attendance is important as new material is covered almost daily.