

GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE

OAI020 DOCUMENT FORMATTING

TEXT	<u>College Keyboarding: Complete Course with WordPerfect 5.1</u> by C. H. Duncan, S. H. VanHuss, and S. E. Warner.	
	<u>The Gregg Reference Manual</u> , 4th Canadian Edition, by Sabin, Millar, Sine, & Strashok.	
SUPPLIES	<ol style="list-style-type: none"> (1) Three-ring binder (1") with a soft cover for style guide (2) Binder with dividers for notes and handouts (3) Letter-size file folder (with no pockets) (4) Gregg word-processing ruler (5) Formatted, 2HD disk (6) Additional supplies as may be required 	
PREREQUISITES	OAI010, Typing 20, or as approved by the Department of Office Administration and the instructor; key at a minimum of 30 net words per minutes on a five-minute timed writing.	
COURSE DESCRIPTION	Formatting of mailable business correspondence, reports, tables, and administrative documents.	
COURSE OBJECTIVE	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.	
COURSE CONTENT	<u>Letters:</u>	business and personal in either block, modified block, or simplified style
	<u>Memos:</u>	standard and simplified styles
	<u>Tables:</u>	open and ruled using the key-line method; using the table feature

Reports and Manuscripts:

- (a) Front Matter: Title Page, Letter or Memo of Transmittal, Table of Contents, and possible other front matter;
- (b) Body;
- (c) Back Matter: Endnotes, 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

(1) The final grade will be composed of:

Assignments	10%
Style Guide Manual	5%
Project	40%
Quizzes and Tests	<u>45%</u>
	<u>100%</u>

(2) Timed production will be marked out of 9:

- deduct 1 for each keyboarding error
- deduct 2 for each formatting error

(3) 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.