

GRANDE PRAIRIE REGIONAL COLLEGE OFFICE ADMINISTRATION COURSE OUTLINE

OA1020—DOCUMENT FORMATTING

TEXT	College Keyboarding, Complete Course with WordPerfect 5.1 C. Duncan, S. VanHuss, and S. Warner
	The Gregg Reference Manual, 4th Canadian Edition, Sabin, Millar, Sine, and Strashok
PREREQUISITES	OA1010, Typing 20, or instructor approval; key at 30 nwpm on a five-minute timed writing.
COURSE DESCRIPTION	Use of word processing skills in the production of letters, memos, tables, reports, and other business documents. Emphasis is on the proficient use of the program to create mailable copy.
COURSE OBJECTIVES	The student will develop proficiency in decision making, speed, and accuracy in the production of mailable copy.
GRADING	Daily attendance is essential. Not all assignments can be completed in class time. Students are responsible for completing assignments outside of class time when necessary.

Assignments	25%
Style Guide Manual	5%
Final Project	40%
Quizzes & Tests	30%

- All marked assignments are graded out of 9
 - deduct 1 for each keyboarding error
 - deduct 2 for each formatting or program application error
- Not all assignments will be assigned a grade
- Late or missed assignments will receive a grade of 0
- A grade of 4 is necessary to progress to the next level.