

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

F.97

*OA 1060**DOCUMENT FORMATTING-LEVEL 1*INSTRUCTOR:

Trevor Thomas

Office: C-309

Office Hours: 9-10 am. Mon-Fri.

Office Phone Number: 539-2824

Instructional Assistants: Grace Walton & Liz Jacobs

TEXT:

Handouts from Instructor

WordPerfect 6.0 for DOS, Easy Reference Guide

Rick Sullivan

PREREQUISITES:

None

COURSEDESCRIPTION:

Students will learn to use WordPerfect 6 for DOS as a tool for the formatting of business documents. Students will be expected to integrate their learning of software functions with their knowledge of correct business formats to produce professional-looking documents which adhere to standards expected in the workplace.

COURSEOBJECTIVE:

The student will:

Correctly apply the software program to produce basic office documents in accordance with business standards and within reasonable time limitations.

Resolve unexpected problems arising from the use of computer hardware and software.

Word Processing: Basic word processing concepts will be covered including save, retrieve, margins, tabs, line spacing, centering, font changes, proof reading and editing.

Formatting: a basic introduction to the format of business letters, notices, tables, memorandums, reports, outlines, enumerations, and other business documents.

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. Work on the buddy system if you happen to miss a day.

Assignments - 25%

- √ 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

Quizzes & Tests - 15%

- √ Will consist of unit and topic tests.

Ending Production Test - 50%

- √ Consists of a 5-7 hour in-class assignment which students will produce finished quality products of concepts learned over the course of the semester.

Job Success Skills - 10%

- √ The student will demonstrate job success skills through:
 - regular attendance and punctuality
 - timely completion of work
 - high standard of finished work
 - ability to work both independently and collaboratively

PLAGIARISM:

The penalty for plagiarism is SEVERE. It can consist of EXPULSION from the institution or receiving a grade of ZERO on a course. DON'T do it!!!