



GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

JAN 27 1998

Document Formatting
OA 1080 (Winter 1998)

- Instructor:** J. R. Boyle
Office: C-214
Office Hours: Mon-Fri. 9-10, and by appointment.
Phone # 539-2829 (office)
Classroom: MTWRF, 10:00-10:50, A305.
- Text:** Cram, Carol M., Microsoft Word 6.0 for Windows. A Project Approach.
Toronto ON. Houghton Mifflin Company, 1995.
- ☆In addition, there are supporting word processing text books and computer-aided manuals for Word 6.0 in the Library reserve and stacks.
- Course Description:** This course focuses on the word processing skills necessary for the production of professional business documents including letters, memos, tables, reports and manuscripts. Emphasis is on the proficient use of the word processing programs to create mail able copy.
- Course Objectives:** The student will:
- Correctly apply the software program to produce advanced office documents by business standards.
 - Resolve unexpected problems arising from the use of the computer hardware or software.
 - Work collaboratively with others to complete complex projects.
- Content:** **Formatting** - the focus is on advanced document formatting in relation to letters and memos, business forms, tables, newsletters, reports, legal documents itineraries, new releases, and other business documents.