

GRANDE PRAIRIE REGIONAL COLLEGE  
COURSE OUTLINE  
OA 2060 SECTION "M"  
COREL WORDPERFECT 8

JAN 27 1998

- INSTRUCTOR:** Diane Kinderwater, C302 Phone 539-2783 (w) 532-7944 (h)
- TEXT:** Corel WordPerfect Suite 8, The Official Guide Neibauer, McGraw Hill
- PREREQUISITE:** Permission of instructor, or OA 2620
- COURSE DESCRIPTION:** Students will learn to use a common word processing software program as a tool for the composition and formatting of business documents. Emphasis will be placed on strategies used to learn the software and transfer the learning to other computer programs. Students will be expected to integrate their learning of software functions with their knowledge of business writing and correct business formats to produce professional-looking documents which conform to standards expected in the workplace.
- COURSE OBJECTIVES:**
- The student will demonstrate the ability to:
  - Apply a variety of resources and methods to learn word processing software
  - Communicate knowledge of word processing software
  - Transfer knowledge and skills to other computer programs.
  - Use word processing software to produce finished documents in accordance with business standards for timely completion, correctness of content and format, professional appearance and creativity.
  - Work collaboratively with others to complete complex projects.
- COURSE POLICY:**
- Attendance is mandatory, if you are ill, you must notify your instructor by telephone.
  - Assignments are due on the date set by instructor. Marks will be deducted for each day the assignment is late.
  - No make-ups on missed exams. Percentages allocated to the missed exam will be added onto final exam.
  - Academic honesty: refer to page 19 of college calendar.
  - All major assignments and exams must be completed in order to receive credit for this course.
- GRADING:**
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| Assignments:      | 40% |
| Tests and Quizzes | 20% |
| Final Project     | 40% |