

GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION  
COURSE OUTLINE

w 99

**OA2060 – WORD PROCESSING III**

Instructor: Gail Sherman, A313A  
Telephone: 539-2016 (w) 513-5575 (h)

Instruction Assistants: Grace Walton, 539-2965  
Liz Jacobs, 539-2059

- TEXT:** Microsoft Word 97 for Windows 95, Connie Morrison  
Corel WordPerfect Suite 8, The Official Guide Nelbauer,  
McGraw Hill
- PREREQUISITE:** Permission of instructor, or OA
- COURSE DESCRIPTIONS:** 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 that adhere 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.
  - Accept responsibility for backup routines and preventive maintenance routines.

- Accept that unexpected problems will arise from the use of the computer hardware or software and endeavor to resolve them.
- Exhibit ethical behaviour with respect to copyright on software, confidentiality, privacy of documents on screen, and sharing of disks and information.
- Exhibit business standards of behaviour with respect to attendance, punctuality, time management, positive attitude, and respect for other individuals.

**COURSE  
POLICY:**

1. Attendance is mandatory, if you are ill you must notify your instructor by telephone (539-2016).
2. Assignments are due (15:30 p.m.) on the dates set by the instructor. Assignments may be handed in early; but 5 marks will be deducted for each day the assignment is late.
3. No make ups on missed exams. Exam percent of the missed exam will be added to the final exam.
4. Academic dishonesty - refer to page 19 of the college calendar.
5. All major assignments must be completed in order to complete this course.

**GRADING:**

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|----------------|-----|
| Assignments    | 15% |
| Midterm, tests | 35% |
| Final Project: | 50% |