

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

W. 99

OA2060 - COREL WORDPERFECT 8

Instructor: Liz Jacobs, Room C312
Contact: Phone 539-2059(w) or 354-2114 (h)

TEXT: Corel WordPerfect 8, Complete Course
Mary Alice Eisch, Southwestern Publishing

PREREQUISITE: Permission of Instructor, or OA 2230

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 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 preventative 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 POLICIES:

1. Attendance is mandatory, if you are ill, you need to notify me by telephone. Please leave a message if you are unable to reach me.
2. Assignments are due on the dates set by instructor. Late assignments will not be graded unless by special arrangements with your instructor.
3. If you miss an exam, there are no make-ups. In special cases of illness (instructor notified) the exam percentage of the missed exam may be added onto your final exam.
4. Please refer to page 24 and 25 in the college calendar referring to academic regulations.
5. All major assignments must be handed in and graded in order to complete this course.
6. Your marks sheet must be turned in to your instructor upon completion of the course in order to receive credit for your assignments. As this is worth 30% of your grade, please keep these sheets in a safe place until you can turn them in.

GRADING:

Assignments	30%
Tests and Quizzes	20%
Final Project:	50%