

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

GRANDE PRAIRIE
LIBRARY
REGIONAL COLLEGE

OA 2070 A/M
COREL WORDPERFECT SUITE 8

INSTRUCTOR:

Trevor Thomas
Office: C-309
Office Hours: 12-1 p.m. Monday-Friday
Office Phone Number: 539-2824

TEXT:

Corel WordPerfect Suite 8 - The Official Guide
Alan Neibauer

Supplemental Material includes handouts and Microsoft 97 text.

PREREQUISITES:

None

**COURSE
DESCRIPTION:**

Students will learn to use Corel Suite 8. Features within Corel Suite 8 that will be highlighted are Quattro Pro which is Corel's version of the spreadsheet and Presentation which is similar to Microsoft Power Point.

**COURSE
OBJECTIVE:**

The Student will:

Create and edit spreadsheets in Quattro Pro. Use the various editing features within Corel to create attractive spreadsheets which may include graphs. Students will also be asked to take information that they used in Microsoft Excel and rework it using Corel Quattro Pro.

Students will also create presentations using Corel Presentation. Will create various business slide shows that they will display to class as part of formal display.

GRADING:

Daily attendance is essential!!! There is a direct correlation between attendance and marks.
Work on the buddy system for days missed. Ask someone what you missed.
Not all assignments will be assigned a grade although all will be reviewed by instructor.

Assignments - 25%

- √ All marked assignments are graded out of 9
- √ Not all assignments will be assigned a grade
- √ Late or missed assignments will receive a grade of 1

Quizzes & Tests - 15%

- √ Will consist of unit and topic tests.
- √ A missed test will be given a grade of 1

Ending Production Test & Final - 50%

- √ Consists of 5-7 hour in-class assignment which students will produce finished quality products using concepts learned over the course of the semester.
- √ Students will also have an in class final dealing with theory of Corel Office Suite 8.

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!!!