

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

w.99

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:

Master Track Corel Quattro Pro 8 - Level II CCI Computer
Courseware International

Master Track Corel Presentation 8 CCI Computer
Courseware International

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.

Quattro Pro - 50%

- √ will include assignments
- √ end of chapter quizzes
- √ ending production
- √ A missed test will be given a grade of 1

Presentation - 15%

- √ will create an attractive business presentation.

Final Project - 25%

- √ Will be a final project which will include Quattro Pro, Presentation, and Word Perfect.

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!!!