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SEP 1996

**GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE**

OA 2210 B2 - WORD PROCESSING I

- TEXT:** WordPerfect 6.0 DOS Tutorial & Applications by Mary Alice Eishch, Formatting Guide - Sherman
- PREREQUISITE:** OA 1020 and 40 net words a minute or equivalent work experience.
- COURSE DESCRIPTIONS:** Stresses applying features of WordPerfect 6.0 for DOS to aid in the produce documents involving merging, sorting, styles, line draw, columns, tables, master documents, locked documents, graphics, and macros.
- COURSE OBJECTIVES:** The student will be able:
- to produce mailable documentation.
- to analyze tasks, then chose and use the best word processing techniques in completing those tasks.
- GRADING:** DAILY ATTENDANCE IS ESSENTIAL FOR SUCCESSFUL COMPLETION. Not all assignments can be completed within class time. Students are responsible for completing assignments outside of class if necessary. **Late or missed assignments are deducted one grade point for each day past due.**
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|----------------|-----|
| Assignments | 30% |
| Tests, Quizzes | 20% |
| Final Projects | 50% |

ASSIGNMENTS:

Staple the assignment sheet to the inside left corner of a file folder. To be successful, all assignments need to be completed on time for appropriate feedback. Only indicated assignments will be marked. Two marks will be deducted for each typing error and three marks will be deducted for each formatting error. All assignments will be coded and if they are not coded, three marks will be deducted.

QUIZZES:

Can be given at any time. No makeups will be given to students who are absent. Absent students receive a 0 or the weight of that quiz can be added to the final project percentage.

FINAL
PRODUCTION
PROJECT:

A comprehensive document production project covering all learning is given at the end of course content (duration approximately 10-14 hours). Students use class time only and materials do not leave the classroom.

SUPPLIES:

2 - 3 ½ inch disks, (one for quizzes and tests), file folder, WP ruler.