

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

D. Kinderwater
W. 96

OA2210 WORD PROCESSING I

TEXT: WordPerfect 6.0 for DOS by Mary Eisch
Office Handbook

PREREQUISITE: OA1020 and 40 nwpn, or equivalent

COURSE DESCRIPTION: Uses the basic and advanced features of the word processing software WordPerfect 6.0 for DOS to produce documents.

COURSE OBJECTIVES: The student will be required to apply the basic knowledge and applications of the word processing software by completing practical exercises and assignments to produce mailable documentation.

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.**

Assignments	20%
Quizzes	30%
Final Project	50%

Assignments: Staple the assignment sheet to the inside left corner of a file folder (the non-tabbed side and top-stapled only). Do not use pocket folders.

To be successful on quizzes, the reference manual and on the final project, all assignments need to be completed and submitted on time for appropriate feedback.

Graded assignments will be specified. An original submission with no errors = 9; if there are errors, it is returned without a mark. The assignment is redone and if error free, it receives a mark of 6; if it still contains errors, grade could range from 0-5.

-3 for each format error; -2 for each typo

Quizzes: Quizzes may be given at any time. No makeups given to students who are absent. Absent students receive a 0 OR may have the weight of that quiz added to the final project percentage.

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

SUPPLIES: Two 3 1/2" disks (one for assignments, one for testing), file folder, wp ruler, large brown envelope for testing.