

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

G. Sherman
W. 92

OA 223 - WORD PROCESSING LEVEL III

TEXT:

Instructor Prepared Text

PREREQUISITE:

OA 222, Word Processing Level II or relevant work experience.

Credit by Special Assessment: A student with previous knowledge or experience in WordPerfect 5.1 software may apply in writing to the Department Chairperson for permission to take a Challenge Exam in OA 223 Word Processing Level III. This Challenge Exam will be scheduled during the first week of classes. Fees assessed and upgrading of transcripts for Credit by Special Assessment shall be as per the College Policy on Advanced Standing.

COURSE DESCRIPTIONS:

Introduces Desktop Publishing using PageMaker and WordPerfect 5.1 software to design and produce documents which combine text, imported text, graphics, imported graphics and spreadsheets.

COURSE OBJECTIVES:

The student will demonstrate mastery of both design for desktop publishing and hands-on use of PageMaker and WordPerfect 5.1 software to produce the desired document. This will include the student's demonstrated knowledge of fonts, typesetting and document design.

GRADING:

<i>Marked Assignments</i>	<i>30%</i>
<i>Quizzes</i>	<i>20%</i>
<i>Projects</i>	<i>25%</i>
<i>Final</i>	<i>25%</i>

Assignments will be marked on the following scale:

<i>Mailable copy - no errors</i>	<i>9</i>
<i>Correctable error</i>	<i>-2</i>
<i>Structure or format error</i>	<i>-3</i>
<i>Not mailable and non-correctable</i>	<i>0</i>

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