

GRANDE PRAIRIE REGIONAL COLLEGE
COURSE OUTLINE
OA 2620 SECTION M

- TEXT:** Microsoft Office 97 Introductory Concepts and Techniques. Shelly, Cashman and Vermaat ITP/Course Technology.
- PREREQUISITE:** None
- COURSE DESCRIPTION:** Students will learn touch keyboarding skills or increase their speed and accuracy with existing skills. Basic document formatting techniques are used to produce business letters and memos.
- COURSE OBJECTIVES:** Using MS Word Office 97 computer software and document formatting skills, the student will employ word processing techniques to produce business letters, memos, reports, resumes, cover letters and research papers, incorporating graphics and tables to increase document effectiveness.
- GRADING CRITERIA:**
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| Unit Tests | 30% |
| Assignments | 40% |
| Final Project | 40% |
- SUPPLIES:** Standard File Folder
Two 3.5" High Density Computer Disks
(preferably with storage case)

Instructor: Diane Kinderwater, Office #C302, Phone 539-2783