



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

OA 2620 SECTION C (Fall 1997)

- Instructor:** J. R. Boyle
Office: C-214
Office Hours: Mon-Fri. 10-11, and by appointment.
Phone # 539-2829 (office)
OA2620. MTWRF,11:00-12:00, A312.
- Prerequisite:** None
- Text:** G. Shelly, T. Cashman and M. Vermaat, MS Office 97, Introductory Concepts and Techniques. Cambridge MA. International Thomson Publishing, 1997.
- ★In addition, there are supporting word processing text books and computer-aided manuals for MS Word 7 in the Library reserve and stacks.
- 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
- Plagiarism:** The penalty for plagiarism is severe. Review GPRC's calendar for regulations and policies.