



GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

Document Formatting
OA 1070/1080 SECTION A (Fall 1997)

- Instructor:** J. R. Boyle
Office: C-214
Office Hours: Mon-Fri. 10-11, and by appointment.
Phone # 539-2829 (office)
MTWRF, 9:00-9:50, A305.
MWF, 13:00-13:50, A305
TR, 13:30-14:20, A305.
- Prerequisite:** OA 1010 or permission of the department.
- Text:** M. Eisch WordPerfect 6.0 DOS, Tutorial and Applications. Cincinnati, Ohio. South-Western Publishing Co. 1995.

G. Shelly, T. Cashman and M. Vermaat MS Word 7, Complete Concepts and Techniques. Cambridge MA, Boyd & Fraser Co. 1997.
- ☆In addition, there is supporting word processing text books and computer aided manuals for WordPerfect and Word in the Library reserve and stacks.
- Course Description:** This course focuses on the word processing skills necessary for the production of professional business documents including letters, memos, tables, reports and manuscripts. Emphasis is on the proficient use of the word processing programs, WordPerfect 6.0 for DOS and Word 7, to create mailable copy.
- Course Objectives:** The student will:
- Correctly apply the software program to produce advanced office documents in accordance with business standards.
 - Resolve unexpected problems arising from the use of the computer hardware or software.
 - Work collaboratively with others to complete complex projects.

- Content:** **Formatting**-the focus is on advanced document formatting in relation to letters and memos, business forms, tables, newsletters, reports, legal documents itineraries, new releases, and other business documents.
- Word Processing**-Advanced word processing concepts will be covered including macros, styles, merger, and advanced table edit features, sort and select, math, columns, graphics, and mark text feature.
- Grading Criteria:** **Daily attendance is essential!!!** Not all assignments can be completed in class time. Students are responsible for completing assignments outside of class time when necessary. Work on the buddy system if you happen to miss a day.
- Assignments - 25%**
- ☛ All marked assignments are graded out of 9.
 - deduct 1 for each keyboard error.
 - deduct 2 for each formatting or program application error.
 - ☛ Not all assignments will be assigned a grade.
 - ☛ Late or missed assignments will receive a grade of 0.
- Quizzes & Tests - 15%**
- ☛ Will consist of unit and topic tests.
- Ending Production Test - 50%**
- ☛ Consists of a 5-7 hour in-class assignment which students will produce finished quality products of concepts learned over the course of the semester.
- Job Success Skills - 10%**
- ☛ The student will demonstrate job success skills through:
 - regular attendance and punctuality
 - timely completion of work
 - high standard of finished work
 - ability to work both independently and collaboratively
- 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.