

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

F-93

OA 2210 - WORD PROCESSING I

TEXT: Word Processing: Progressive Applications by Grismere Wiley
WordPerfect 5.1 Instant Reference by Greg Harvey and K. Y. Nelson
Pitman Office Handbook, 2d ed. by Pat Smith and Pamela Hay-Ellis

PREREQUISITE: OA1020, Keyboarding Level II or approximately 40 words a minute typing speed and/or relevant work experience

COURSE DESCRIPTION: Uses the features of WordPerfect 5.1 to produce documents involving editing, formatting, print enhancements, centering, moving, copying, speller, headers, footers, footnotes, page numbering, and others as time allows.

COURSE OBJECTIVES: The student shall successfully perform functions of the word processing software - WordPerfect 5.1. The student will be required to apply the basic knowledge and applications of the word processing equipment by completing practical exercises and assignments.

GRADING:

Assignments	10%
Tests	40%
Production Final	50%

Not all assignments may be completed within class time. Students are responsible for completing assignments outside of class. LATE OR MISSED ASSIGNMENTS WILL BE PENALIZED BY GRADE POINT DEDUCTIONS.