

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

F.92

D. Kinderwater

OA 2210 - WORD PROCESSING I

- TEXT:** Championship Typing Drills by Cortez Peters
Course Materials for Word Processing I
Mastering WordPerfect 5.1 for Dos by Alan Simpson
- PREREQUISITE:** OA 1020, Keyboarding Level II or approximately 40 words a minute typing speed and/or relevant work experience.
- COURSE DESCRIPTIONS:** Uses the features of WordPerfect 5.1 to produce documents involving editing, formatting, print enhancements, centering, moving, copying, speller, thesaurus, headers, footers, footnotes, page numbering, search and replace.
- 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:**
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|--------------------------|-----|
| Assignments/tests | 40% |
| Final Speed (Timed Copy) | 30% |
| Production Project: | 30% |

The scale for speed is:

9	77+
8	74 - 76
7	70 - 73
6	66 - 65
5	61 - 65
4	55 - 60
3	49 - 54
2	40 - 48
1	0 - 3