

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

**OA 2210 WORD PROCESSING 1**

**TEXT:** Word Perfect 6.0 DOS Tutorial & Applications: Mary Alice Eisch

**PREREQUISITE:** OA 1020 and 40 wpm/equivalent work experience

**COURSE DESCRIPTION:** Stresses applying features of Word Perfect 6.0 for Dos to aid in the production of documents involving merging, sorting, styles, line draw columns, tables, master documents, locked documents, graphics and macros.

**COURSE OBJECTIVES:** The student will be able to produce mailable documentation analyze tasks, then choose and employ the best word processing techniques in completing these tasks.

**GRADING:** DAILY ATTENDANCE IS ESSENTIAL. Not all assignments can be completed in class time. Students are responsible for completing assignments outside of class time when required.

Assignments:	30%
Tests and Quizzes:	20%
Final Project:	50%

**ASSIGNMENTS:** Staple the assignment sheet to the inside left corner of the file folder. Only indicated assignments are marked. Two marks are deducted for each typing error and three marks for a formatting error. Documents must be coded. Assignment sheets are to be retained in the file folder.

**FINAL PROJECT:** A comprehensive document production project covering all learning is given at the end of course content, the duration of which is usually 10 to 14 hours in length. Students use class time only and materials do not leave the classroom.

**SUPPLIES:** Two 3.5 inch floppy disks, standard size file folder, wp ruler.