

F-91

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OA 221 - WORD PROCESSING I

TEXT: A Mastery Approach to WordPerfect 5.1, Nita Hewitt Rutkosky

Cortez-Peters

PREREQUISITE: OA102 Intermediate Typewriting or Typing 30; should type a minimum of 40 net words per minute on a five-minute test plus successful timed production on a letter, table, and manuscript.

COURSE DESCRIPTION: Introduces word processing using the WordPerfect 5.1 software package as a tool to produce a variety of correspondence, tables, and manuscripts.

COURSE OBJECTIVES: The student shall have an average speed of 50 net words per minute and the successful completion of timed production.

GRADING: **ASSIGNMENTS:** 30%

PRODUCTION TESTS: 40%

Each item is marked out of 9:

- | | |
|----------------------------|--------------|
| - mailable (no errors) | 9 |
| - major error | -2 per error |
| - minor error | -1 per error |
| - incomplete, not mailable | 1 |

PRODUCTION PROJECT: 10%

Each item is marked out of 9
(See Production Tests)

FINAL SPEED: 20%

The scale for speed is:

50-54	4
55-59	5
60-64	6
65-69	7
70-74	8
75 and up	9