

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

G. Sherman
F. 92

OA 2220 - WORD PROCESSING II

- TEXT:** Mastering WordPerfect 5.1 for Dos by Alan Simpson
- PREREQUISITE:** OA 2210, Word Processing Level I or approximately 50 words a minute typing speed and/or relevant work experience.
- COURSE DESCRIPTIONS:** Uses the advanced features of WordPerfect 5.1 to produce documents involving merging, sorting, styles, line draw, columns, tables, master documents, locked documents, columns, graphics, and macros.
- COURSE OBJECTIVES:** The student shall successfully perform advanced 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 | 70% |
| Production Project: | 30% |