

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

F. 94

OA 2220 - WORD PROCESSING II

TEXT:	MicroSoft Word for Windows 2.0 by Layman & Hart WordPerfect 6.0 for Dos by Nita Rutkosky
PREREQUISITE:	OA 2210, Word Processing Level I or approximately 50 words a minute keyboarding speed and/or relevant work experience.
COURSE DESCRIPTIONS:	Uses the advanced features of WordPerfect 6.0 and MicroSoft Word for Windows 6.0 to produce documents involving merging, sorting, style, line draw, columns, tables, master documents, columns, graphics, and macros.
COURSE OBJECTIVES:	The student shall successfully perform advanced features of the word processing software - WordPerfect 6.0 and MicroSoft Word for Windows 6.0. The student will be required to apply the basic knowledge and applications of the word processing equipment by completing practical exercises and assignments.
GRADING:	Assignment/tests: 65% Production project: 35%