

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

OA 2220 WORD PROCESSING 11

TEXT: Microsoft Word for Windows 8.0 : A Project Approach by
Carol Cram

PREREQUISITE: Successful completion of OA 2210 or permission of instructor

COURSE OBJECTIVES: Using word processing techniques and concepts and employing Microsoft Word computer software, the student will learn to create business letters, press releases, memos, minutes and agendas, bulletins, form letters, tables and forms, newsletters and brochures, as well as reports and proposals.

INSTRUCTOR: Diane Kinderwater, Office #C302, Phone 539-2783

GRADING: **Attendance at all classes is mandatory. All assignments must be completed before the final project can be completed.**

QUIZZES AND TESTS	30%
ASSIGNMENTS	30%
FINAL PROJECT	40%

N.B. Deductions will be taken for late assignments

SUPPLIES: word processing ruler
one standard-sized file folder
two (2) 3.5" high density computer disks (preferably with case)