

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

G. Sherman
F.91

OA 222 - WORD PROCESSING LEVEL II

TEXT:

Instructor Prepared Text

PREREQUISITE:

OA 221, Word Processing Level I or approximately 50 words a minute typing speed and relevant work experience.

Credit by Special Assessment: A student with previous knowledge or experience in WordPerfect 5.1 software may apply in writing to the Department Chairperson for permission to take a Challenge Exam in OA 222 Word Processing Level I. This Challenge Exam will be scheduled during the first week of classes. Fees assessed and upgrading of transcripts for Credit by Special Assessment shall be as per the College Policy on Advanced Standing.

COURSE DESCRIPTIONS:

Uses the advanced features of WordPerfect 5.1 and Windows 3.0 to produce documents involving merging, sorting, styles, line draw, columns, tables, master documents, locked documents, 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:

<i>Marked Assignments</i>	<i>30%</i>
<i>Quizzes</i>	<i>20%</i>
<i>Projects</i>	<i>25%</i>
<i>Final</i>	<i>25%</i>

Assignments will be marked on the following scale:

<i>Mailable copy - no errors</i>	<i>9</i>
<i>Correctable error</i>	<i>-2</i>
<i>Structure or format error</i>	<i>-3</i>
<i>Not mailable and non-correctable</i>	<i>0</i>

FALL 1991