**Gregg Document Processing – OCP-C**

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| Course Objectives | Demonstrate acceptable business document formatting including Block Style Letter and Memos. |
| Competencies | 36.01 |
| Module Materials | Gregg College Keyboarding & Document Processing, 11th Edition |
| Assignments | \*\* If you have an Access Code for the GDP textbook, see your instructor for instructions for utilizing the GDP grading.  **Lesson 63 – Multipage Academic Report**  Page 243 –Refer to the Reference Manual for properly formatting a Multipage Academic Report.  Page243 -- Report 63-35  **Lesson 69 – Two Page Memo with Table**  Pages 268-69 -- Correspondence 69-73 -- Set up in proper Memo format. Page Two of the Memo should have the page number in the top header, right-hand corner.  **Lesson 74-51 – Magazine Article**  Pages 292-293 – Read formatting instructions for preparing a magazine article and refer to the sample magazine article shown.  Page 294 -- Report 74-51  **Lesson 79-35 – Boxed Table**  Page 314 – Table 79-35 – Use the Repeating Table Heading Rows command in Word to repeat the table heading rows on the second page of the table.  **Lesson 86 – Formal Business Report**  Page 349-350 – Read formatting instructions for preparing a formal business report.  Page 351-352 – Report 86-60  \*\*\*Each document (5 total) worth 10 points (50 total points) |
| Assessment | If using GDP Access Code – Each document is graded individually within the GDP program. All documents should have 3 or fewer errors.  Otherwise, see your instructor for submission of work. |