**Gregg Document Processing – OCP-B**

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| Course Objectives | Demonstrate acceptable business document formatting including Business Reports, Resume, and Letter of Application |
| Competencies | 16.02, 21.02, 28.02 |
| 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.  \*\*Use the GDP Reference Manual to help with formatting instructions.  \*\* Read Proofreading Sections on pages 80, 120 and 127.  **Lesson 46**  Page 170 – Study the formatting instructions for Left-Bound Reports with Footnotes.  Pages 171-172 – 46.13 – Type report in proper format.  **Lesson 51**  Pages 193-194 – Study the basic parts of a resume and formatting instructions.  Page 195 – 51.26 – Type the resume in proper format.  **Lesson 52**  Page 197 – Read the information regarding Letters of Application in Section D.  Pages 197-198 – 52.35 – Type in ***Personal-Business Letter in Modified-Block Style*** the letter of application. |
| 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.  \*\*\*Each document (3 total) worth 10 points (30 total points) |