**Gregg Document Processing – OCP-D**

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| Course Objectives | Demonstrate acceptable business document formatting. |
| Competencies |  |
| 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.   * Complete the following assignments:   92-67 Business Report  95-51 Open Table  105-13 Sign-In Form  \*\*\*Each document (10 total - 30 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. |