



OFFICE ADMINISTRATION PROGRAMS

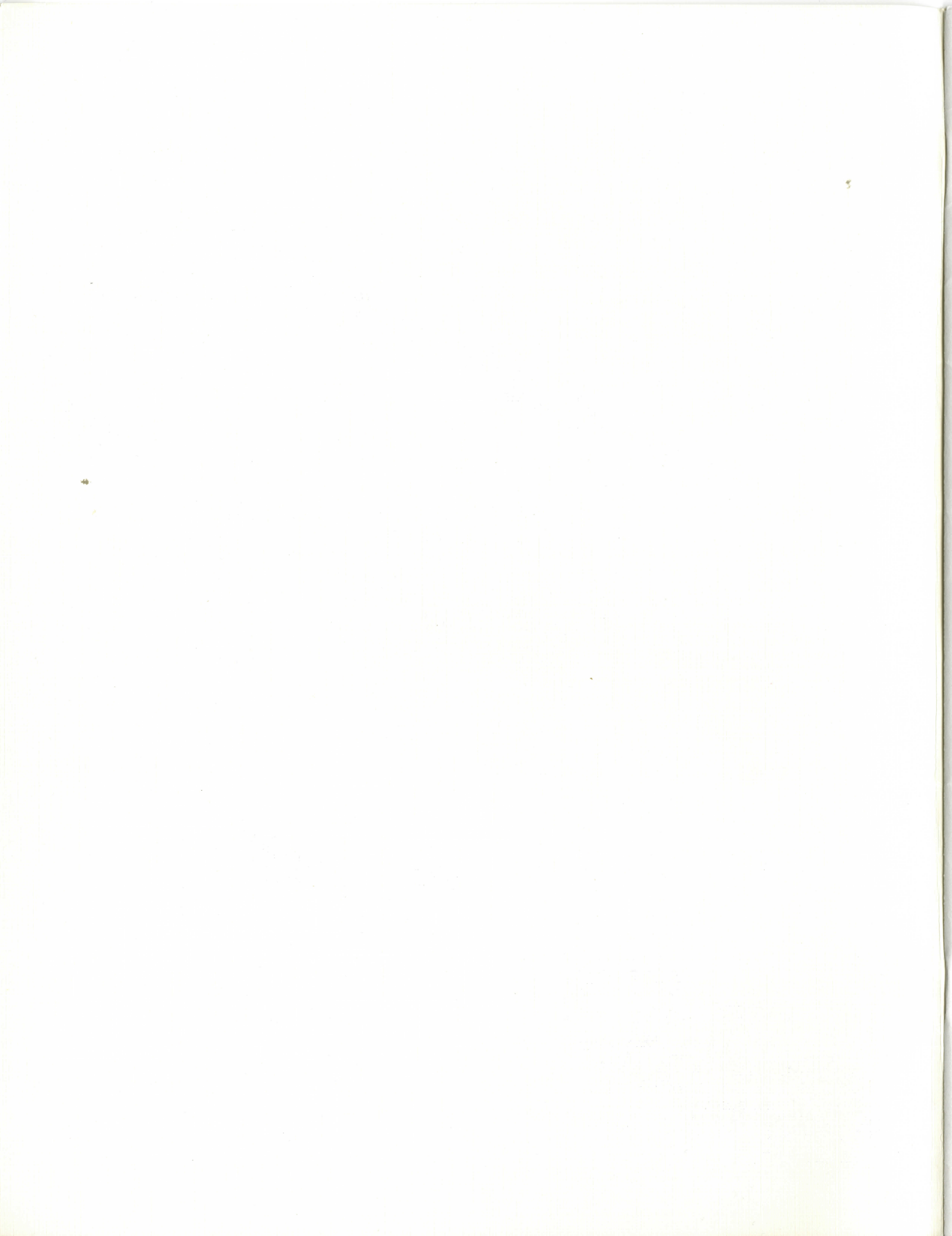
Word Processing Secretary

Certificate Program 1993 – 1994

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Victoria Street Campus
#131–63 West Victoria St.
Kamloops, B.C.
V2C 6L3

For information:
828-5050
828-5044



THE UNIVERSITY COLLEGE OF THE CARIBOO

Office Administration Department

Word Processing Secretary Certificate Program

1993-1994

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UNIVERSITY COLLEGE OF THE CANTON

Office Administration Department

and Processing Secretary's Office

1993-1994

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THE UNIVERSITY COLLEGE OF THE CARIBOO

Office Administration Department

Word Processing Secretary Certificate Program

PROGRAM DESCRIPTION

This program is designed to prepare students for employment in a wide range of positions in business and industry. Students receive training on state-of-the-art microcomputer equipment. Oral and written communication skills, as well as effective interpersonal skills are emphasized throughout the program. Graduates of this program will have the necessary business office skills to become productive employees immediately upon beginning their office careers.

Applicants who are secondary school graduates or mature students seeking a career change or wishing to enhance their job skills are ideal candidates for entry into this program.

Graduates of this program may find employment in a variety of business offices as secretaries, word processing operators, office assistants, receptionists, and more.

DISTINCTIVE FEATURES OF PROGRAM

- Students are trained on state-of-the-art microcomputer equipment
- Oral and written communication skills are emphasized throughout the program
- Students in the Word Processing Secretary program who attend regularly, demonstrate a consistently high level of performance and who conduct themselves in a professional manner may qualify for practicum placement in a business office. The practicum placement would normally take place once the students have successfully completed semester two.
- The Department of Office Administration provides employers and students with the opportunity to conduct employment interviews at our Victoria Street Campus location.
- Effective interpersonal skills such as conflict resolution, assertion and problem solving skills are emphasized throughout the program.

EMPLOYMENT OPPORTUNITIES

Secretaries or Office Assistants are necessary in all businesses. Graduates of the Word Processing Secretary Certificate Program may find a job in any of the following business offices:

- Educational - public schools, colleges, universities, private training institutes
- Finance - banks, mortgage, trust and insurance companies
- Real Estate, Property Management
- Transportation
- Government Agencies
- Service Organizations - YWCA, Legal Services
- Media - Newspapers, Radio, TV

LOCATION

All Office Administration Programs are offered at the University College of the Cariboo

VICTORIA STREET CAMPUS

#131 - 63 West Victoria Street
Kamloops, BC
V2C 6L3

Telephone: 828-5050

Our new classrooms and computer labs provide state-of-the-art training in a business environment. Victoria Street Campus is located in the centre of the downtown business community. Our location is ideal for practicum placements and for integrating and articulating programs with leading practitioners from the Kamloops business community.

ADMISSION REQUIREMENTS

Educational Requirement:

- Grade 11 or equivalent required or mature student status.

General Requirements:

- Canadian Citizenship or Landed Immigrant Status.
- Successful completion of CAT/19 test
 - or 67% on the combined English 12 and Government Exam (within the last 5 years).
 - or B standing in English 050
- Ability to keyboard at 25 wpm on a five-minute timing.
- Interview with the Program Coordinator or designate.

Documentation Required:

The following documentation is necessary to verify admission requirements:

- Official transcripts of previous secondary and post-secondary educational record.
- Proof of Citizenship or Landed Immigrant Status.
- Proof of minimum typing speed (*please call Victoria St. Campus at 828-5050 to make arrangements for the typing test*).
- Successful completion of CAT/19 test.

Application Process:

- 1) Obtain an Office Administration "Application for Admission" package from the Admissions Office or from the Office Administration Department at the Victoria Street Campus.
- 2) Prospective Office Administration students must meet the admission requirements for the program.
 - The completed forms and questionnaire, with necessary official transcripts of grades, must be returned to the Admissions Office. A non-refundable, one-time, application processing fee of \$15.00 is also required.
 - Pre-registration for the LPI and CAT tests **only** through the Assessment Centre at 828-5470.
 - Pre-registration for the keyboarding speed test **only** through the Office Administration Department at 828-5050.
- 3) The Program Coordinator will review test results and documentation of all candidates and contact students to arrange interviews. Out-of-town students may wish to have their interview conducted over the telephone.
- 4) Following the interview, the Program Coordinator will inform the Admissions Office of those students who have met the program requirements. Students who have not met the requirements will be contacted by the Office Administration Department and advised which skills must be upgraded.
- 5) The admissions Department will notify all successful candidates by letter that tuition fees must be paid by a specific date to ensure placement in the program. Tuition fees are payable at the new Bookstore or the cashier (across from Student Services) located on the main campus.

SEMESTER SCHEDULES

SEMESTER 1 - Fall Semester (September to December)		
OACM	110	Business Communications 1 (70 hours)
OADS	100	Introduction to DOS (36 hours)
OAHR	310	Business and Human Relations (36 hours)
OAMT	100	Machine Transcription (50 hours)
OAOP	230	Records Management (36 hours)
OAPR	110	Office Procedures (36 hours)
OATS	300	Keyboarding Speed and Accuracy Development (36 hours)
OAWP	100	Word Processing (100 hours)
SEMESTER 2 - Winter Semester (January to April)		
OAAS	310/320	Electronic Spreadsheets 1 & 2 (36 hours each)
OACM	210	Business Communications 2 (70 hours)
OADB	100	Electronic Databases (36 hours)
OATS	300	Keyboarding Speed and Accuracy Development (36 hours)
OAWP	300	The Electronic Office (36 hours)
OAWP	365	Advanced Word Processing (100 hours)
SEMESTER 3 - Spring Semester (May to June)		
OACM	310	Business Communications 3 (20 hours)
OADP	200	Introduction to Desktop Publishing (36 hours)
OAPR	500	Word Processing Secretary Practicum (2 weeks)
OATS	300	Keyboarding Speed and Accuracy Development (36 hours)
OAPV	510	Word Processing Secretary Perspectives (10 hours)
OAWP	280	Word Processing Production (36 hours)

Certificate Requirements:

- Successful completion of all subjects
- Keyboarding speed 55 net words per minute

COURSE DESCRIPTIONS

Semester 1

OACM 110 Business Communications 1 (70 hours)

This module provides a review of basic grammar, punctuation, spelling, and basic writing skills. Each segment is reinforced by exercises, assignments, and tests which provide practice in applying these principles. Oral presentations are also an integral part of the course.

OADS 100 Introduction to DOS (24 hours)

This is an introductory course designed to give the students the opportunity to perform hands-on operations on a microcomputer. The student will learn the most commonly used DOS commands and their functions. In addition, students will be introduced to the Windows software environment.

OAHR 310 Business and Human Relations (36 hours)

The students will learn to develop the skills and techniques necessary to promote good business and human relations required in today's modern office environment.

OAMT 100 Machine Transcription (50 hours)

Designed to teach students to transcribe business communications from machine dictation onto microcomputers. The coordination of keyboarding and transcribing skills to produce mailable documents will be emphasized. A review of the language arts skills of punctuation, spelling, editing, proofreading, and vocabulary will also be stressed.

PREREQUISITE: OADS 100 Introduction to DOS

OAOP 230 Records Management (36 hours)

Upon completion of this course the student will be able to choose a filing system and the equipment to do a particular job. The student will be able to evaluate records systems, manage records and retention in order to effect necessary changes, if and when necessary. Some data base management will be included.

PREREQUISITE: OAPR 110 Office Procedures

OAPR 110 Office Procedures (36 hours)

Designed to assist students in developing interpersonal skills and demonstrating competency in the following business skills: telephone techniques, receptionist procedures, filing techniques, office systems management, and oral communications.

OATS 300 Keyboarding Speed and Accuracy Development (36 hours)

This course is designed to develop speed and accuracy on the typewriter or computer through drills and regular speed tests.

OAWP 100 Word Processing (70 hours)

In this word processing course the student will create documents, edit text and perform basic printing functions using WordPerfect 5.1. Students will cover content from introductory functions to intermediate applications.

PREREQUISITE: OADS 100 Introduction to DOS

Semester 2

OAAS 310 Electronic Spreadsheets 1 (36 hours)

An introductory course to enable the student to become familiar with the concepts and applications of an electronic spreadsheet. The student will have the opportunity to do hands-on training and then to apply the knowledge and training to business applications and projects.

PREREQUISITE: OADS 100 Introduction to DOS

OAAS 320 Electronic Spreadsheets 2 (36 hours)

An intermediate course in Lotus 1-2-3. The student will have the opportunity to do hands-on training and then apply his/her knowledge to business applications.

PREREQUISITE: OAAS 310 Electronic Spreadsheets 1

OACM 210 Business Communications 2 (70 hours)

Students will participate in group projects which reflect the development and ongoing business of a company. They will compose and write business communications incorporating effective letter and report writing techniques, correct grammar, punctuation, and spelling. Oral communications are also an integral part of the course.

PREREQUISITE: OACM 110 Business Communications 1

OADB 100 Electronic Databases (36 hours)

This is an introductory course designed to familiarize students with the concepts and applications of an electronic database.

PREREQUISITE: OAWP 100 Word Processing

OAWP 365 Advanced Word Processing (100 hours)

An intermediate course in word processing on the microcomputer. Students will review the principles taught OAWP 100 Introduction to Microcomputers 2, in addition, will learn other frequently used operations.

PREREQUISITES: OADS 100 Introduction to DOS

OAWP 100 Introduction to Word Processing

Semester 3

OACM 310 Business Communications 3 (20 hours)

This course will provide the student with the appropriate techniques for making employment applications and participating in job interviews in a professional manner. A section on parliamentary procedures incorporating Robert's Rules of Order, planning a meeting, etc. is also included. Oral presentations are also an integral part of the course.

PREREQUISITE: OACM 110 Business Communications 1

OADP 200 Introduction to Desktop Publishing (36 hours)

This is an introductory course designed to familiarize students with a publishing system that enables them to create newsletters, advertisements and other printed communications.

PREREQUISITE: OAWP 365 Advanced Word Processing

OAPR 500 Word Processing Secretary Practicum (Two weeks)

Students will spend time in a business/education office during their final semester to observe and learn daily office routines. The instructor arranges the placements for the students.

PREREQUISITES: Successful completion of semester two

OAPV 510 Word Processing Secretary Perspectives (10 hours)

Students will research a topic relevant to the Word Processing Secretary profession and produce a written report for oral presentation to the class. Students will prepare a procedure manual from information gathered during their practicum and present it to the class.

PREREQUISITE:

Successful completion of Word Processing Secretary courses taken to date.

OAWP 280 Word Processing Production (36 hours)

The student will demonstrate his/her initiative, creativity, and decision-making skills in the production of a portfolio. The portfolio will depict the student's achievements and ability.

PREREQUISITE: OAWP 365 Advanced Word Processing

OAWP 300 The Electronic Office (36 hours)

To introduce students to WordPerfect Office, a collection of software tools that organize, simplify and enhance the computer environment of the office. (Subject to budget approval.)

TUITION FEES AND OTHER EXPENSES

Please note that tuition fees and other expenses are stated as of September, 1992, and are subject to change without notice.

Total Tuition for 10 months	\$ 915.00
Student Society Fee	47.00
Building Levy	57.00
College Activity Fees	<u>28.00</u>
Total Student Fees	\$1,047.00
Other Expenses:	
Textbooks and Supplies	<u>500.00</u>
TOTAL	<u>\$1,547.00</u>

ADMISSION PACKAGE

To obtain Admission Package contact:

Admissions Department
UCC Main Campus
828-5044

or

Department of Office Administration
Victoria Street Campus
828-5050

ASSESSMENT CENTRE

The Assessment Centre has three main purposes:

- To assess educational background so that students can be placed in courses that best match their needs.
- To coordinate and invigilate examinations for such tests as GED, GMAT, LSAT, SAT, GRE.
- To administer all assessments for admission to UCC programs: Language Proficiency Index (LPI), and Canadian Achievement Test (CAT).

The Assessment Centre is located in room A221 in the Main Building. The telephone number is 828-5470.

COUNSELLING

In addition to providing academic information, Counsellors will help students deal with personal issues that may affect performance and/or personal well-being. Visits to the Counsellors are voluntary and confidential. Appointments with Counsellors are booked in advance. Emergency or crisis situations are dealt with as quickly as possible. For appointments call 828-5023.

FINANCIAL AID AND AWARDS

The Financial Aid and Awards Office is located in A122 and provides information and assistance to students on the following:

- Sources of student aid and awards
- Applying for government and institutional funds
- Appealing government student aid decisions
- Work Study - campus employment (refer to end of Financial Aid & Awards section of calendar)
- Personal financial planning and budgeting

All financial aid and awards matters are held in strict confidence.

Individual appointments with an Awards Advisor may be made through the Student Services Receptionist, the Evening Receptionist, or by calling 828-5024 (Kamloops) or toll free 1-800-663-2955. UCC students who are attending a campus other than Kamloops may arrange telephone interviews through their campus office.

HOUSING

On-campus housing is available for 300 students in the McGill Student Housing complex. Applications are available from the Student Services Receptionist, Registrar's Office, or from the housing staff. The telephone number is 372-7778 and the address is McGill Student Housing, 850 McGill Rd., Kamloops, BC, V2C 6N2. Applications are to be made directly to the Residence Manager.

The Cariboo Student Society maintains an off-campus accommodation list available to students. The list consists only of room and/or room and board situations available in private homes in the Kamloops and surrounding communities. This list is available free of charge from the Student Society office.

SPONSORSHIP

Applicants may want to inquire at their local Canada Employment Centre to determine if they meet the requirements necessary for sponsorship into the program.

WORD PROCESSING SECRETARY CERTIFICATE PROGRAM

ADVISORY BOARD - 1993 - 1994

Ms. Carol Kildahl
Administrative Services Supervisor
City of Kamloops
7 West Victoria St.
Kamloops, B.C.
V2C 1A2

Ms. Lois Knauff
Labor Market Information Analyst
Employment and Immigration Canada
317 Seymour
Kamloops, B.C.
V2C 1E8

Mrs. June Awrey
Divisional Secretary I
University College of the Cariboo
Business, Computing and Math Division
900 College Drive
Kamloops, BC
V2C 5N3

Ms. Jean Howes
Regional Personnel Officer
Ms. Charlene Covington
Personnel Technician
Ministry of Social Services and Housing
201-180 Seymour St.
Kamloops, BC
V2C 2E2

Mr. Mervyn Madill
Personnel Manager
Imperial Life Assurance Co.
770 - 175 2nd Ave.
Kamloops, BC
V2C 5W1

Ms. Colleen McClean
Executive Secretary to UCC Board
University College of the Cariboo
900 College Drive
Kamloops, BC
V2C 5N3

OTHER PROGRAMS OFFERED AT VICTORIA STREET CAMPUS

BOOKKEEPING WITH COMPUTER APPLICATIONS

Program Coordinator - Duane Breitzkreitz

Bookkeeping with Computer Applications trains you in the skills necessary to perform in a computerized office. At least 70 percent of the program is devoted to hands-on experience using a variety of financial software applications such as Bedford Integrated Accounting and ACCPAC. You will also become familiar with a number of related software packages such as WordPerfect, dBase IV, and Lotus 1-2-3.

If you like working with figures and with computers, if you have an eye for detail, and if you are not satisfied until a job is done and done right, **Bookkeeping with Computer Applications**, is the program for you!

LEGAL SECRETARY

Program Coordinator - Gail McKay

UCC now offers the only ten-month Legal Secretary Program in B.C. In this new program, legal courses have been completely revised and computerized, and students study legal procedures extensively throughout the ten-month program using the latest computer equipment and software in their studies.

Students in the Legal Secretary Program will: learn the details of court document production for Litigation, study the requirements of conveyancing documents for submission to the computerized British Columbia Land Titles Registry system, organize trial dates, prepare trial books, prepare court documents associated with divorce and separation, and participate in a two-week practicum (for students who successfully complete semesters 1 & 2.)

MEDICAL OFFICE ASSISTANT

Program Coordinator - Jo-Anne Rohrmoser

This program is a 10-month certificate program designed to meet the demands for specialized personnel to work in a medical office or in a variety of other medical environments.

Emphasis is on learning medical terminology, administrative and clinical procedures, medical transcription, medical billing, and human relations. During the final semester the student will be offered a two-week practicum in a medical office to learn the daily office routines of the medical office.

OFFICE SYSTEMS SPECIALIST

Program Coordinator - Bernie Kirkey

This program combines office skills training with broad computer hardware and software expertise, enabling you to assume the role of computer resource person in the workplace. In addition to performing office functions, as an Office Systems Specialist, you will have the ability to install software; troubleshoot hardware and software problems; manage the local area network; facilitate the introduction of new hardware and software; and provide staff training and support.

WORD PROCESSING SECRETARY

Program Coordinator - Shirley Smith

This program is designed to prepare students for employment in a wide range of positions in business and industry. Students receive training on state-of-the-art microcomputer equipment. Oral and written communication skills, as well as effective interpersonal skills are emphasized throughout the program. Graduates of this program will have the necessary business office skills to become productive employees immediately upon beginning their office careers.

Applicants who are secondary school graduates or mature students seeking a career change or wishing to enhance their job skills are ideal candidates for entry into this program.

Graduates of this program may find employment in a variety of business offices as secretaries, word processing operators, office assistants, receptionists.

If you are interested in any of these programs, please contact program coordinator.

FACULTY AND STAFF

DUANE BREITKREITZ

Duane Breitkreitz teaches in the Bookkeeping with Computer Applications Certificate Program. He has been an instructor at Cariboo for more than 10 years. Previously, Duane taught at the high school level and has been a small business owner/operator. He has completed a B. Ed (business major) and an MBA.

MIKE HANLEY

Mike Hanley has been instructing at UCC since his arrival in Kamloops in 1989. Prior to that he provided microcomputer training and consulting services to businesses and government agencies in the Victoria area, as well as instructing continuing education courses in computing at Camosun College. Mike teaches various courses in several of the Office Administration programs.

BERNIE KIRKEY

Bernie Kirkey has many years experience as a microcomputer business systems consultant, working primarily in the Metro Toronto area. He has an extensive background with a variety of microcomputer equipment and business applications, gained through systems implementation, user training, and assumption of the technical support role for a wide range of clients. He has a BA from the University of Western Ontario and an MBA from York University. Bernie is an instructor in the Office Systems Specialist Certificate Program.

RENÉE LAPIERRE

Renée Lapierre is the Assistant Dean of the Division of Business, Computing and Mathematics. She holds a Ph.D. in Educational Administration from the University of Calgary. A member of the Human Resource Management Association of B.C., she has been a practising training and development professional since 1975. She also has owned and operated two businesses.

VERA LINTON

Vera Linton has a Bachelor of Education with a major in English and is currently completing a Masters in Education with a focus on Educational Leadership. She has considerable secretarial experience in Canada and abroad and is actively involved in the community. She is a past president of Overlander Toastmaster and a drama enthusiast.

GAIL MCKAY

Gail McKay is a lawyer who has practiced law in British Columbia and the Northwest Territories. She is a member of the Law Society of British Columbia. She received her LLB from Dalhousie University in Halifax. She also received a Master of Arts in English from Concordia University in Montreal, a Bachelor of Fine Arts from UBC, and a Professional Teaching Certificate from Simon Fraser University. She is presently department chairperson, and teaches the Legal Secretary Certificate Program.

JO-ANNE ROHRMOSER

Jo-Anne Rohrmoser has instructed at UCC since 1985 and has 12 years experience in the health care field. She has a Bachelor of Medical Record Science and is currently working on her B.C. Instructor's diploma. Jo-Anne teaches in the MOA program and is active in the Kamloops Medical Office Assistants' Association.

SHIRLEY SMITH

Shirley Smith has been a full-time instructor at UCC since September 1971. Shirley has a Bachelor of Education from UBC and is currently working toward a Master of Education in Administrative Leadership. Previously, Shirley was chairperson of Office Administration and is currently teaching in the Word Processing Secretary Program. Shirley is also a team teacher in the Student Success Program at UCC.

ADDENDUM

Subsequent to printing, the following information has been revised. Please substitute course information for that listed on pages 4, 5 and 6.

COURSE ACRONYMS AND TITLES (by Semester)

SEMESTER ONE - Fall Semester (September to December)

OACM 110	Business Communications 1	72 hours
OADS 100	Introduction to DOS and Windows	36 hours
OAFSA 110	Computerized Financial Applications	36 hours
OAFR 100	Financial Records	36 hours
OAHR 310	Business and Human Relations	36 hours
OAPR 110	Office Procedures	36 hours
OATS 300	Keyboarding Speed and Accuracy	36 hours
OAWP 100	Word Processing	72 hours

SEMESTER TWO - Winter Semester (January to April)

OAAAS 310	Electronic Spreadsheets	36 hours
OABW 210	Business Writing	36 hours
OADB 100	Database/Records Management	36 hours
OADO 100	Machine Transcription	36 hours
OADP 200	Introduction to Desktop Publishing	36 hours
OATS 300	Keyboarding Speed and Accuracy	36 hours
OAWP 370	Word Processing - Advanced	72 hours
OAWP 380	WordPerfect for Windows	36 hours

SEMESTER THREE - Spring Semester (May to June)

OAJSS 300	Resumé and Job Search	20 hours
OAPR 500	Word Processing Secretary Practicum	50 hours
OAPV 510	Word Processing Secretary Perspectives	25 hours
OATS 300	Keyboarding Speed and Accuracy	36 hours
OAWP 385	Windows Integration	50 hours

ADDENDUM

OABW 210 - Business Writing

You will compose and write business communications incorporating effective letter and report writing techniques, correct grammar, punctuation, and spelling. Oral communication is also an integral part of the course. A section on formal and informal meeting procedures is also included.

Prerequisite: OACM 110 - Business Communications 1

OADO 100 - Machine Transcription

This course is designed to teach students to transcribe a variety of business correspondence proficiently on microcomputers. Transcription of mailable documents on the first copy is stressed. Language arts skills of punctuation, spelling, editing, proofreading, and vocabulary are emphasized.

Prerequisite: Admission to the program

OADS 100 - Introduction to DOS and Windows

This is an introductory course designed to give the students the opportunity to perform hands-on operations on a microcomputer. The student will learn the most commonly used DOS commands and their functions. In addition, students will be introduced to the Microsoft Windows graphical user environment.

Prerequisite: Admission to the program

OAFB 110 - Computerized Financial Applications

This course is offered in conjunction with the Financial Records course, and is intended to introduce students to the process of creating and maintaining computerized financial accounting records using various computer accounting software packages. Students are introduced to Quicken, a financial record keeping software application, as well as Accpac Simply Accounting, an integrated small business accounting system.

Prerequisite: OAFR 100 - Financial Records

OAFR 100 - Financial Records

This brief, but intensive course utilizes the business management package, entitled "Small Business Bookkeeping", developed by the Federal Business Development Bank. It is intended to introduce the student in a practical, hands-on way, to bookkeeping methods and the role of financial information in the effective management of a business.

Prerequisite: Admission to the program

OAJR 300 - Resumé and Job Search

Students will participate in instructional sessions and activities involving preparation of resumé and employment letters, job search strategies and interview techniques.

Prerequisite: OABW 210 - Business Writing

OAWP 370 - Word Processing - Advanced

An advanced course in word processing on the microcomputer. Students will review the principles taught in Word Processing and in addition, learn many advanced functions. Students are encouraged to produce documents suitable for inclusion in their own portfolio.

Prerequisite: OAWP 100 - Word Processing

OAWP 380 - WordPerfect for Windows

This course introduces the student to WordPerfect for Windows, a major word processing application running under the Windows environment. Students will learn to create, edit and print documents. Basic and intermediate functions will be covered.

Prerequisites: OADS 100 - Introduction to DOS and Windows
OAWP 100 - Word Processing

OAWP 385 - Windows Integration

In this course students will learn to exploit the high level of integration available under the Windows environment. Students will explore important Windows concepts such as multitasking and object linking and embedding (OLE). This course will focus on the many ways that information can be shared and exchanged between applications.

Prerequisites: OADS 100 - Introduction to DOS and Windows
OADB 100 - Database/Records Management
OADB 200 - Desktop Publishing
OAWP 380 - WordPerfect for Windows



OFFICE ADMINISTRATION PROGRAMS

OLD