

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

SEP. 12 2001

OA 2280 - MICROSOFT WORD 2000
EXPERT LEVEL

- INSTRUCTOR:** Diane Kinderwater, A313A
Phone 539-2783
- TEXT:** Advanced Microsoft Word 2000 – Desktop Publishing
– Signature Series
Arford, Burnside and Rutkosky (EMC Paradigm)
- SUPPLIES:** Formatting Guide: Office Administration
2 file folders (standard size)
2 computer data disks (1.44 mg, HD)
- COURSE DESCRIPTION:** Students will learn to use a common word processing software program as a tool for the composition and formatting of business documents. Emphasis will be placed on strategies used to learn the software and transfer the learning to other computer programs. Students will be expected to integrate their learning of software functions with their knowledge of business writing and correct business formats to produce professional-looking documents that adhere to the standards expected in the workplace.
- COURSE OBJECTIVES:** The student will demonstrate the ability to:
- Access and apply a variety of resources and methods to successfully perform proficiency skill sets of Microsoft Word 2000 to produce advanced business documents.
 - Communicate knowledge of Microsoft Word
 - Transfer knowledge and skills to other computer programs
 - Use MS Word 2000 to produce finished documents in accordance with business standards for timely completion, correctness of content and format, professional appearance and creativity.