

Grande Prairie Regional College
Administrative Technology
Course Outline
Winter 2005
OA 1140A3
MS Office 2002, Core Level I (1.5) (0-0-2.5)

Prerequisite: None

Session Details: Winter 2005
T R 11:30 am – 12:50 am and F 10 am – 11:20 am A313

Instructor Gail Sherman, Office C402 gsherman@gprc.ab.ca
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Assisted by Grace Walton Office A306 539-2777

Textbook: Shelly Cashman Vermont Microsoft Office XP – Introductory
Concepts and
Techniques – Course 1, Thomson Learning, 2003

Delivery Mode: Lecture/Lab

Course Description: This course teaches you the fundamentals of using Windows XP, Windows Explorer, and Microsoft Excel 2002.

Course Objectives: The student will obtain a proficient level of knowledge in Windows XP including:

1. Using the Windows XP desktop as a work area
2. Using the mouse
3. Using the keyboard and keyboard shortcuts
4. Using the context-sensitive menus
5. Sizing and scrolling windows
6. Starting and applications program
7. Saving and printing a document
8. Closing a program
9. Using Windows XP help
10. Shutting down Windows

Student will be proficient in the use of Windows Explorer including:

1. Displaying the contents of a folder
2. Expanding and collapsing a folder
3. Creating, renaming and deleting a folder
4. Changing the view
5. Selecting and copying a group of files
6. Copying and moving a file and folder

C. Students will learn and practice effective electronic file management including:

1. Coding files
2. Selecting and moving files Formatting a disk
3. Making backups
4. Deleting files
5. Organizing files
6. Copying and moving files
7. Renaming files
8. Purging files
9. Finding files using filename, search and date modified.
10. Refreshing a view of the disk
11. Deleting files
12. Emptying the recycling bin

D. Students will be proficient in the use of Excel 2002 including:

1. Creating worksheets
2. Modifying worksheets
3. Printing workbooks
4. Formatting worksheets
5. Creating and applying ranges
6. Using functions
7. Using draw
8. Using charts
9. Saving spreadsheets as HTML
10. Creating larger worksheets
11. Creating worksheets based on assumptions

E. Students will use the Excel skills set to create the following types of documents:

1. Budgets
2. Marketing and sales reports
3. Invoices and purchase orders
4. Basic financial statements
5. Spreadsheet information for use of the Intranet/Internet

Grading:

Assignments 30%
Quizzes 40%
Final Exam 40%

3 points will be deducted from each assignment for each day late.

Course Policy:

1. Attendance is required and will be taken at each class. If you are ill, please call your instructor.
2. In-class tests, mid-terms, and final exams must be completed at the scheduled times. Alternate or individualized examination times will not be considered. Failure to complete examinations at the scheduled times will result in a grade of zero (0).
3. If you miss a class, have a classmate call you with your assignments. You are responsible for any work missed.
4. Assignments are due on the dates set by the instructor.
5. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment. Some of these assignments may be unannounced before that date.
6. Plagiarism will not be tolerated.
7. All major assignments must be completed in order to complete a course.

Read your Rights & Responsibilities on page 30-40 of the College Calendar.