Grande Prairie Regional College
Administrative Technology
Course Outline
OA 1140A/B
MS Office 2002, Core Level I (1.5) (0-0-2.5)

Prerequisite: None

Session Details: Fall 2004
A Section – Monday and Thursday   11:30 – 12:20   A 305
B Section – Tuesday and Friday   11:30 – 12:20   A305

Instructor: Loren Jacula
Room C220   Phone: 539-2205   E-mail: ljacula@gprc.ab.ca

Textbook: Shelly Cashman Vermant 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: A. 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

B. 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
10. Refreshing the view of the disk
11. Deleting files
12. Emptying the recycle 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: The final course mark is determined from the following:
  ➢ Quizzes 45% (15% * 3)
  ➢ Group Project and Presentation 25%
  ➢ Final Exam 30% (must be passed, >50%) in order to pass the course

Plagiarism: The penalty for plagiarism is severe. It may consist of expulsion from the institution or receiving a grade of zero on a course.

Course Policy:

1. Attendance is required and may be taken at each class. If you are ill, please call or e-mail your instructor. Excessive absences (more than 3) may result in a student being refused permission to write the final exam and therefore failing the course. See page 36 of Calendar.

2. In-class tests, mid-terms, and final exams must be completed at the scheduled times. Alternate or individualized examination times will only be considered in cases of emergency. 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. All major assignments must be completed in order to complete a course. Keep your work up-to-date. If you are absent, phone your study partner to find out what work you missed.
   Study Partner's Name _____
   Study Partner's Phone Number _____

Read your Rights & Responsibilities in the College Calendar.