

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OCT 08 1999

Grande Prairie
Regional College

OA1140A2 / B2 INTRODUCTION TO MICROSOFT OFFICE

- Prerequisite:** None
- Instructors:** Sharron Barr
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- JR Boyle
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- Text:** Microsoft Office 97, Introductory Concepts and Techniques, Shelley, Cashman, and Vermaat, Course Technology, 1998.
- Course Description:** This course teaches you the fundamentals of using Windows 95, Windows Explorer, Microsoft Excel '97 and PowerPoint '97 (time permitting).
- Course Objectives:** Student will obtain a proficient level of knowledge Windows 95 including:
1. Using the Windows 95 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 window.
 6. Starting an applications program.
 7. Saving a document.
 8. Printing a document.
 9. Closing a program.
 10. Using Windows 95 Help.
 11. Shutting down Windows.

Students will be proficient in the use of Windows Explorer.
Topics include:

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.

Students will learn and practice effective electronic file management including:

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

Students will be proficient in the use of Excel 97 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.

NOTE: This skill set should enable the student to take the MICROSOFT PROFICIENT SPECIALIST EXCEL 97 EXAM and receive certification from Microsoft. Exam cost \$40.00.

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 on the Intranet/Internet.

Grading:	Project 1 - Fundamentals of Using Windows 95	5%
	Project 2 - Using Windows Explorer	5%
	Electronic File Management Project	10%
	Electronic File Management Test	10%
	Excel Project 1	5%
	Excel Project 2	5%
	Excel Project 3	5%
	Excel Test	20%
	Employability Skills Portfolio Submissions	10%
	Final Exam	25%

Course Policy: Attendance is mandatory. If you are ill you must notify your instructor. More than 3 missed classes will result in a recommendation of debarred from exams. On the advice of the instructor and with concurrence of the Department Chair and the Registrar, a student may be debarred from an examination when attendance requirements are not met. Students debarred from an examination on the basis of attendance will be given a grade of zero on the exam.

All assignments and exams must be completed in order to receive a grade in the course.

Assignments are due (15:30 p.m.) On the dates set by the instructor. Assignments may be handed in early; but 5 marks will be deducted for each day the assignment is late.

If you miss an exam, there are no makes-ups. Missed exam percentage may be added onto their final exam.

Academic dishonesty - refer to page 19 of the College Calendar.

All assignments must be completed in order to complete the course.

COURSE OBJECTIVES: OA 1140

Learning Outcome	Evidence for Employability Skill Portfolio	C=the Skill is Learned in Content P=the Skill is Practiced A=the Skill is Assessed	Assessment
Select, apply, and adapt computer software tools such as word processing, spreadsheet, data base, accounting presentation, and desk-top publishing, to business related tasks.	Printouts of: <ul style="list-style-type: none"> • chapter work, • assignments, • and quizzes. 	C P A	Grade will be assigned to each student based on accuracy of work
Transfer skills and knowledge of software, technology, and business systems from one situation to another.	Printouts will reflect learner's ability to transfer learning from one module to another within the accounting program.	C P A	Grade will be assigned to each student based on accuracy of work
Keyboard proficiency and accurately	Printouts of: <ul style="list-style-type: none"> • chapter work, • assignments, • and quizzes. 	C P A	Grade will be assigned to each student based on accuracy of work.
Apply computational skills to business-related tasks and assess the logic of the results.	Printouts of: <ul style="list-style-type: none"> • chapter work, • assignments, • and quizzes. 	C P A	Grade will be assigned to each student based on accuracy of work
Manage time effectively by setting goals, organizing, planning, prioritizing, and scheduling activities, routines, and projects.	Course outline indicates that course is self-paced—the student is responsible for staying on schedule.	P	The course is not completed, until all modules are finished.
Achieve business standards for efficiency and quality of work.	Printouts of: <ul style="list-style-type: none"> • chapter work, • assignments, • and quizzes. 	C P A	Grade will be assigned to each student based on accuracy of work

<p>Assess and analyze personal learning needs; set learning goals and objectives; and formulate plans for implementation;</p>	<p>Course outline indicates that course is self-paced. The student develops their own learning strategy using meta-cognition.</p>	<p>C P</p>	<p>Student sets own objectives for degree of mastery achieved—90% is encouraged by the software.</p>
<p>Locate, select, evaluate, organize and summarize information, using appropriate resources.</p>	<p>Printouts of spreadsheet designed by learners to solve business problems.</p>		