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

Prerequisite: None

Session Details: WINTER 2004
T R 11:30 – 12:50
A313 (Timetabled with OA2290 M3)

Instructor: Sharron Barr e-mail: sbarr@gprc.ab.ca 539-2979 or 532-9236 A313
Office Hours as posted

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 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%
Tests 40%
Final Exam 30%

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. 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 on page 30-40 of the College Calendar.

COURSE SCHEDULE	
JANUARY	
Tuesday	**Thursday**
6 Academic Advising	**8** Course Outline Course Policy Grading Policy Computer Essentials Lecture Windows XP Project One - Overview
13 Windows XP Project One – Work Period	**15** Windows XP Project One Due Excel 2002 Project One Overview Creating a Worksheet and an Embedded Chart
20 Excel Project One Work Day	**22** Excel Project One Work Day
27 Excel Project One Work Day	**29** Excel Project One Due

FEBRUARY

3	5
Excel Project Two Overview	Excel Project Two Work Day
Formulas, Functions and Formatting	Excel Project One Resubmissions Due
10	**12**
Excel Project Two Work Day	Excel Project Two Work Day
13	**15**
Winter Break	Winter Break
20	**22**
Excel Project Two Work Day	Excel Project Two Due
	Overview Excel and Windows XP Midterm
27	**29**
Excel and Windows XP Midterm – Part I	Excel and Windows XP Midterm Part II
Project Two Resubmissions Due	

MARCH

2	4
Review Midterm Exam	Project Three Work Day
Overview Excel Project Three	
What-if Analysis, Charting and Working with Large Worksheets	
9	**11**
	Project Three Work Day
16	**18**
Project Three Work Day	Project Three Due
23	**25**
Overview Midterm II – Excel and Windows XP	Project Three Resubmissions Due
	Excel and Windows XP Midterm II
30	
Excel and Windows XP Midterm II	

APRIL

	1
	Review Midterm
	Excel Final Project
	Portfolio Overview
6	**8**
Final Project Work Day	Final Project Work Day
	Portfolio Submission Due
13	**15**
Final Exam Day I	Final Exam Day II
	Final Project Due

Final Exam Day Three TBA – Final Exam Week