

**Grande Prairie Regional College**  
**Administrative Technology**  
**Course Outline**  
**OA 1140A/B**  
**MS Office 2003, Core Level I (1.5) (0-0-2.5)**

**Prerequisite:** None

**Session Details:** Fall 2005  
A Section – Monday and Wednesday 11:30 – 12:20 A 305  
B Section – Tuesday and Thursday 11:30 – 12:20 A305

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

**Textbook:** Microsoft Excel 2003 Specialist Benchmark Series by Nita Rutkosky

**Delivery Mode:** Lecture/Lab

**Course Description:** This course teaches you the fundamentals of using Windows XP, Windows Explorer, and Microsoft Excel 2003.

**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:

- 10% from Assignments
- 20% from Midterm 1 (Chs 1-4)
- 20% from Midterm 2 (Chs 5-7)
- 20% from the Term Project and Presentation
- 30% from the Final Exam

**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 43 of Calendar.
2. In-class tests, mid-terms, and final exams must be completed at the scheduled times. 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.**