

Grande Prairie Regional College
Administrative Technology
Course Outline
OA 1150 A3/B3 (1.5) (0-0-2.5)
MS Office 2000, Core Level - II

Prerequisite:	None
Session Details	Winter 2003 A3 – T R 8:30 – 9:50 A307 B3 – T R 10:00 – 11:20 A305
Instructor:	Grace Walton e-mail: gwalton@gprc.ab.ca phone: 539-2777
Text:	Shelly, Cashman, <i>Access 2000 – Comprehensive Concepts and Techniques</i> , Thomson Learning. Shelly, Cashman, <i>PowerPoint 2000 – Comprehensive Concepts and Techniques</i> , Thomson Learning.
Supplies:	2 file folders 2 disks
Delivery Mode:	Lecture / Lab
Course Description:	Students will be introduced to Microsoft Access and PowerPoint. Access functions will include but are not limited to designing and creating data files, building and modifying tables, building and modifying forms, viewing and organizing information, defining relationships, producing reports, integrating with other applications, and using access tools. PowerPoint functions will include but are not limited to working with templates, u auto-layouts, outline view, and clip art. Students will also prepare documents for their employment portfolio. The portfolio will display the different types of documents that the student is capable of preparing.

Course Objectives:

The student will demonstrate the ability to:

- create databases and establish relationships between database tables,
- create forms, reports, mailing labels & charts,
- sort information and create queries for information that is desired from a functioning data base.

Use Microsoft Office to produce finished documents in accordance with business standards for timely completion, correctness of content and format, professional appearance, and creativity.

Accept responsibility for backup routines and preventive maintenance routines.

Accept that unexpected problems will arise from the use of the computer hardware or software and endeavor to resolve them.

Exhibit ethical behaviour with respect to copyright on software, confidentiality, privacy of documents on screen, and sharing of disks and information.

Exhibit business standards of behaviour with respect to attendance, punctuality, time management, positive attitude, and respect for other individuals.

Grading:

Access Assignments: 50%

will include assignments, end of chapter assessments, quizzes, tests

Powerpoint Assignments: 10%

Final Project - 30%

Job Success Skills - 10%

The student will demonstrate job success skills through

- regular attendance and punctuality
- timely completion of work
- high standard of finished work
- ability to work both independently and collaboratively
- preparation of portfolio documents

Course Policy:

1. Attendance is mandatory, if you are ill you must notify your instructor by telephone (539-2777). Perfect attendance certificates will be awarded at the year-end ceremonies to all students that have perfect attendance for each of the months, or for the entire semester.
2. In-class tests, mid-terms, and final exams must be completed at scheduled times. Alternate or individualized examination times will not be considered. Failure to completed examinations at the scheduled times will result in a grade of zero (0).
3. 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. No marks will be assigned to assignments that are more than 2 days overdue.
4. If you miss an exam, there are no make-ups. In special cases of illness (instructor notified) the exam percentage of the missed exam may be added onto your final exam.
5. Academic dishonesty - refer to page 37 of the college calendar.
6. All major assignments **must be completed** in order to be eligible to write the final examination.
7. Your mark sheet must be turned in to your instructor upon completion of the course in order to receive credit for your assignments. Please keep these sheets in a safe place until you can turn them in.
8. 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 _____