

Grande Prairie Regional College
Administrative Technology
Course Outline
OA 1150 A3
MS Office 2002, Core Level - II
1.5 (0-0-2.5) 38 hours

Prerequisite:	None
Session Details	Winter 2005 A3 – T R 9:00 – 9:50 A305
Instructor:	A3 – Loren Jacula, C220, 539-2205, ljacula@gprc.ab.ca Office Hours: M W F 10:00 – 11:20
Text:	Shelly, Cashman. Microsoft Office XP, Introductory Concepts and Techniques, Thomson Learning
Delivery Mode:	Lecture / Lab
Course Description:	<p>Students will be introduced to Microsoft Access.</p> <p>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.</p>
Course Objectives:	<p>The student will demonstrate the ability to:</p> <ul style="list-style-type: none">• 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. <p>Use Microsoft Office to produce finished documents in accordance with business standards for timely completion, correctness of content and format, professional appearance, and creativity.</p> <p>Accept responsibility for backup routines and preventive maintenance routines.</p> <p>Accept that unexpected problems will arise from the use of the computer hardware or software and endeavor to resolve them.</p> <p>Exhibit ethical behaviour with respect to copyright on software, confidentiality, privacy of documents on screen, and sharing of disks and information.</p>

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

Grading:

Quizzes: 30% (3 * 10%)

Group Project: 30%

Final Exam: 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 or e-mail.
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 on the dates set by the instructor.
4. If you miss an exam, there are no make-ups. In special cases the exam percentage of the missed exam may be added onto your final exam.
5. Academic dishonesty - refer to the college calendar.
6. All major assignments **must be completed** in order to be eligible to write the final examination.
7. 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 _____