

GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION  
COURSE OUTLINE

OA1150 Introduction to Windows Software Applications II

- Instructor:** Marissa Locheed (780) 827-4340 (Work) (780)827-4088 (Home) riss38@telusplanet.net GRANDE CACHE
- Text:** Microsoft Office 97, Introductory Concepts and Techniques, Shelley, Cashman, and Vermaat, Course Technology, 1999.
- Course Description:** This course teaches you the fundamentals of using Microsoft Access 97 and Microsoft Powerpoint 97.
- Course Objectives:** Students will be able to perform all the activities to attain a proficient level of skill in Microsoft Access97 including the skill sets:
1. Create a database
  2. Create a table
  3. Create a form
  4. Create a custom report
  5. Query
  6. Calculate statistics
  7. Maintain a database
  8. Create validation rules
  9. Create and use indexes
- NOTE:** This sill set composes a portion of those sill sets required for Expert Specialist Access 97 Exam required to receive certification from Microsoft. Exam cost \$60. The remaining skill sets are taught in OA2270 Microsoft Office 97 - An Expert Level Course.
- Students will be able to perform all activities to attain a proficient level of skill in Microsoft Powerpoint 97 including the skill sets:
1. Starting a presentation

2. Viewing a presentation
3. Create a color title slide
4. Formatting a presentation
5. Presenting a slide show
6. Use view and clip art in a n electronic slide show
7. Importing clip art

**NOTE:** This skill set composes a portion of those skill sets required for Expert Specialist Powerpoint 97 Exam required to receive certification from Microsoft. Exam cost \$60. The remaining skill sets are taught in OA2270 Microsoft Office 97 - An Expert Level Course,

**Grading:**

Access Project 1 - Creating a database using design and data sheet views	10%
Access Project 2 - Querying a database	10%
Access Project 3 - Maintaining a database	10%
Powerpoint Project 1 - Using a design template and style checker	10%
Powerpoint Project 2 - Using outline view and clip art	10%
Access Test	10%
Powerpoint Test	10%
Employability Skills Portfolio Submissions	5%
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.