

**GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE**

OA1150 Introduction to Windows Software Applications II

- Instructor:** Trevor Thomas
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539-2824 (Office)
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- 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.