

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION w o l
COURSE OUTLINE

OA 1150 A/B
WINDOWS APPLICATIONS II

INSTRUCTOR:

Trevor Thomas
Office: C-309
Office Phone Number: 539-2824

TEXT:

Microsoft Access 97 Shelly, Cashman, Vermaat
Microsoft Power Point 97 Shelly, Cashman, Vermaat

PREREQUISITES:

None

COURSE
DESCRIPTION:

Students will be introduced to Microsoft Access and Microsoft Powerpoint. Access (Microsoft version of a database) will be taught three quarters of the semester. Powerpoint (Microsoft Presentation tool) will be taught one quarter of the semester

COURSE
OBJECTIVE:

The Student will:

- be able to create databases
- will be able to sort information and create queries for information that is desired from functioning data base
- create a finished Powerpoint presentation and present it within class as a professional business presentation
- create individual slides using Powerpoint

GRADING:

Daily attendance is essential!!! There is a direct correlation between attendance and marks.
Work on the buddy system for days missed. Ask someone what you missed.
Not all assignments will be assigned a grade although all will be reviewed by instructor.

Access 50%

- √ will include assignments, end of chapter quizzes along with an ending production
- √ Late or missed assignments will receive a grade of 1

Power Point - 15%

- √ Will create an attractive business presentation

Final Project - 25%

- √ will be a final project which will include Access, Power Point and Word
- √ Students WILL NOT be allowed to write final if they not completed all assignments.

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

PLAGIARISM:

The penalty for plagiarism is SEVERE. It can consist of EXPULSION from the institution or receiving a grade of ZERO on a course. DON'T do it!!!