

GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION  
COURSE OUTLINE

G. Sherman

W. 97

**OA2230 OFFICE PROFESSIONAL**

**TEXT:** Microsoft Access 7, Windows 95  
by Shelly Cashman

**PREREQUISITE:** OA2210 Word Processing I  
or permission of the Instructor

**COURSE DESCRIPTION** Uses the features of Microsoft Office Professional, Windows 95 to fully utilize Access 7, PowerPoint 7, and Schedule+7.

**COURSE OBJECTIVES:** The student shall be able to:

1. Create a database using design and datasheet views.
2. Query a database using the select query window.
3. Maintain a database using the design and update features of Access.
4. Use a design template and style checker to create a presentation using PowerPoint.
5. Use outline view and clip art to create an electronic slide show.
6. Be familiar with personal information management using Schedule+ 7.
7. Integrate Office 95 applications: Excel 7, Access 7, Word 7, PowerPoint 7, and Schedule+ 7.

**GRADING:**

	Assignments:	Final Tests:
Access	10%	25%
Power Point	10%	20%
Integration	10%	25%