

W.O.O

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

OA2230A/M - MICROSOFT INTEGRATIONS

Instructor: Gail Sherman, A313A
Telephone: 539-2979 (w) 513-5575 (h)
Email: sherman@gprc.ab.ca or
isherman@telusplanet.net

Instruction Assistants: Grace Walton, 539-2965
Liz Jacobs, 539-2059

- TEXT:** Advanced Microsoft Word 97 by Rutkosky, Arford, Burnside
Microsoft Word 97 by Nita Hewitt, Rutkosky
- PREREQUISITE:** OA2280
- SUPPLIES:** Formatting Guide for Office Administration
2 file folders
2 disks
- COURSE DESCRIPTIONS:** Uses the advanced features of Microsoft Office Professional to utilize Access
PowerPoint, Excel, Word, Publisher, and Outlook.
- COURSE OBJECTIVES:** The student will demonstrate the ability to:
- Apply a variety of resources and methods to successfully perform advanced features of Microsoft Office to produce integrated documents.
 - Communicate knowledge of Microsoft Office.
 - Transfer knowledge and skills to other computer programs.
 - Use Microsoft Office to produce finished documents in accordance with business standards for timely completion, correctness of content and format, professional appearance, and creativity.
 - Work collaboratively with others to complete complex projects.
 - Accept responsibility for backup routines and preventive maintenance routines.
 - Accept that unexpected problems will arise from the use of the computer hardware or software and endeavor to resolve them.
 - Exhibit ethical behaviour with respect to copyright on software, confidentiality, privacy of documents on screen, and sharing of disks and information.
 - Exhibit business standards of behaviour with respect to attendance, punctuality, time management, positive attitude, and respect for other individuals.

**COURSE
POLICY:**

1. Attendance is mandatory, if you are ill you must notify your instructor by telephone (539-2979). More than 3 missed classes may result in a recommendation of "Debarred from Exam"
2. 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.
3. If you miss an exam, there are no make-ups. In special cases of illness (instructor notified) the exam percentage of the missed exam may be added onto your final exam.
4. Academic dishonesty - refer to page 19 of the college calendar.
5. All major assignments must be completed in order to complete this course.
6. Your marks sheet must be turned in to your instructor upon completion of the course in order to receive credit for your assignments. As this is worth 15% of your grade, please keep these sheets in a safe place until you can turn them in.

GRADING:

Assignments	25%
Midterm, tests (Midterm during mid-term week, February 20 -24):	25%
Final Project/Exam (Final project/exam last two weeks of class and final exam week, April 16 - 19))	50%