



GRANDE PRAIRIE REGIONAL COLLEGE  
ADMINISTRATIVE TECHNOLOGY  
COURSE OUTLINE

**OA 2270M3 - Microsoft Office Professional**

**Excel 2002, PowerPoint 2002, Expert Level (3) (0-0-5)**

<b>Instructor</b>	Kelly Coulter Telephone: 539-2829 Office Hours: Monday 2:30 – 5:30 & Thursday 2:30 - 4:30	Email: <a href="mailto:kcoulter@gprc.ab.ca">kcoulter@gprc.ab.ca</a> Office: C214
<b>Prerequisite</b>	OA 1140, or OA1150 or OA2610	
<b>Session Details</b>	M 10:00 – 11:20 A312 T & R 8:30 – 9:50 A312	
<b>Text:</b>	Shelley Cashman Series <u>Microsoft Office XP Advanced Concepts and Techniques</u> Thompson Learning  Shelley Cashman Series <u>Microsoft Office XP Post-Advanced Concepts and Techniques</u> Thompson Learning	
<b>Delivery Mode</b>	Lecture/Lab	
<b>Supplies:</b>	4 file folders 10 disks	
<b>Course Descriptions:</b>	This course teaches expert concepts and techniques in Microsoft Excel 2002 and Power Point 2002 through lectures, demonstrations, and hands-on practical applications of these programs	
<b>Course Objectives</b>	The student will demonstrate the ability to perform all activities to attain an Expert level of skill in Excel 2002 including the skills sets <ul style="list-style-type: none"><li>• Apply formats (accounting, fraction, and scientific)</li><li>• Create custom formats.</li><li>• Use styles and auto-formats</li><li>• Use lists to sort data and query from a list</li><li>• Print workbooks</li><li>• Audit a worksheet</li><li>• Use advance functionality</li><li>• Use macros</li><li>• Import and export data from other applications</li><li>• Use templates</li><li>• Use multiple workbooks</li></ul>	

- Use workgroup functions

Students will apply expert Excel 2002 skill sets to create the following documents:

- Accounting/financial statements
- Data analysis
- Statistical tables
- Amortization tables
- Forecasts
- Personal records
- Lists
- Budgets
- Marketing and sales reports
- Invoices and purchase orders
- Basic financial statements
- Spreadsheet information for use on the Intranet/Internet

Students will be able to perform all activities to attain an expert level of skill in PowerPoint 2002 to create presentations that can be delivered over a variety of media which demonstrate the following abilities:

- Create a presentation
- Add textual information
- Add visual elements
- Bring in data from other sources
- Modify a presentation
- Prepare for distribution
- Customize a presentation
- Deliver a presentation

**COURSE  
POLICY:**

1. Attendance is mandatory, if you are ill you must notify your instructor the morning of your absence by telephone or email.
2. More than 3 missed classes may result in a recommendation of “Debarred from Exam.” (See College calendar, p. 35)
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. All major assignments must be completed in order to complete this course.

**Grading:****Assignments - 10%**

- ✓ 2 full marks will be deducted for incorrect formulas, typographical errors, commands that result in a copy that seriously deviates from the exercise test instructions, and formatting errors (minor or major)
- ✓ not all assignments will be assigned a grade
- ✓ late or missed assignments will receive a grade of 1

**Performance Assessments, & Production Quizzes – 15%**

- ✓ will consist of chapter material covered during the week

**Midterm – 30%**

- ✓ will consist of unit and topic tests

**Final Practical Exam - 35%**

- ✓ Consists of a 3 hour Final Examination in which students will produce finished quality documents applying concepts learned over the course of the semester.
- ✓

Note: This course teaches the skills necessary to pass the MOUS certification exam, which costs \$60 to register.

Students may supplement the MOUS certification exam for the in-class final exam. A passing grade in this certification will constitute a grade of “A” on the final exam. Students must make arrangements with instructor 1 month prior to the scheduled class final exam.

**Job Success Skills - 10 %**

- ✓ the student will demonstrate job success skills through:
  - regular attendance and punctuality
  - timely completion of work
  - maintaining a high standard of work
  - ability to work both independently and collaboratively

**PLAGIARISM:**

The penalty for plagiarism is SEVERE! It can consist of EXPULSION from the program and the institution or receiving a grade of one in the course. DON'T DO IT!!!