

JAN 09 2001

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

OA2270 MICROSOFT OFFICE PROFESSIONAL - An Expert Level Course

Prerequisite: OA2610, OA1140 and OA1150 or equivalent

Instructors: ✓ Sharron Barr
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NOTE: This course is team taught.

Textbook: Advanced Microsoft Office 2000, Meredith Flynn, Nita Rutkowsky, Eric Paradigm, 2000.

Course Description: This course teaches you the expert concepts and techniques of Microsoft Excel 2000, Microsoft Access 2000, Microsoft Outlook 2000, Microsoft Scheduler 2000, and PowerPoint 2000.

Course Objectives: Students will be able to perform all activities to attain and Expert level of skill in Excel 2000 including the skills sets;

1. Apply formats (accounting, fraction, and scientific).
2. Create custom formats.
3. Use styles and autoformats.
4. Use lists to sort data and query from a list.
5. Print workbooks.
6. Audit a worksheet.

7. Use advanced functionality.
8. Use macros.
9. Import and export data from other applications.
10. Use templates.
11. Use multiple workbooks.
12. Use workgroup functions.

Students will apply expert Excel 2000 skill sets to create the following documents:

1. Accounting/financial statements
2. Data analysis
3. Statistical tables
4. Amortization tables
5. Forecasts
6. Personal records
7. Lists

Students will be able to perform all activities to attain an Proficient level of skill in PowerPoint 2000 including the skills sets:

1. Create a presentation.
2. Add textual information.
3. Add visual elements.
4. Bring in data from other sources.
5. Modify a presentation.
6. Prepare for distribution.
7. Customize a presentation.
8. Deliver a presentation.

Students will be able to perform all activities to attain an Expert level of skill in Access 2000 including the skills sets:

1. Create a database.
2. Use forms.
3. Modify a database.
4. View information.
5. Organize information.
6. Locate information.
7. Refine the results of a query.
8. Analyze data.

9. Create sub forms.
10. Build a relational database.
11. Integrate information from other applications.
12. Utilize web capability.
13. Maintain data integrity.
14. Build a form for other users.
15. Produce reports.
16. Print.

Students will be able to perform all activities to attain an Proficient level of skill in Outlook 2000 including the skills sets:

1. Opening the calendar folder.
2. Creating a personal sub folder in the calendar.
3. Entering appointments using the appointment area.
4. Editing appointments.
5. Moving appointments.
6. Creating an event.
7. Displaying a calendar.
8. Creating a task list.
9. Printing a calendar.
10. Contacts.

NOTE: This course teaches the skills necessary to pass the Microsoft Office User Specialist (MOUS) Expert Certification exams (excluding Outlook).

Each exam bares a cost of \$75.00.

Exams can be booked through Diane Kinderwater at the student's desired time and scheduling permitting.

Students will use Excel 2000 skills set to create the following types of documents:

1. Budgets
2. Marketing and sales reports.
3. Invoices and purchase orders.
4. Basic financial statements.
5. Spreadsheet information for use on the Intranet/Internet.

Students will use Access 2000 skill sets to create databases for individual and small workgroup use.

Students will use PowerPoint 2000 skill sets to create presentations that

will be delivered over a variety of media.

Students will use Scheduler 2000 skill sets to manage information on the desktop.

Grading:	Chapter Work and End-Of-Chapter Assessments	30%
	Unit Assessments	20%
	Final Assessment Exam	50%

A perfect assignment will receive 10 points. Two full points will be deducted for commissions or text additions, incorrect formulas, typographical errors, commands that result in copy that seriously deviates from the exercise or test instructions, and formatting errors (minor and major).