

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OA2270 MICROSOFT OFFICE PROFESSIONAL - An Expert Level Course

Prerequisite: OA2610, OA1140 and OA1150 or equivalent

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Textbook: Microsoft Office 97 Advanced Concepts and Techniques, Shelly, Cashman, and Vermaat, Course Technology, 1998.

Course Description: This course teaches you the expert concepts and techniques of MicroSoft Excel '97, MicroSoft Access '97, Microsoft Outlook '97, MicroSoft Scheduler '97, and PowerPoint '97.

Course Objectives: Students will be able to perform all activities to attain and Expert level of skill in Excel 97 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 97 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 97 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 97 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 97 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 skill set should enable the student to take the MICROSOFT EXPERT SPECIALIST EXCEL 97 EXAM, the MICROSOFT EXPERT SPECIALIST ACCESS 97, the MICROSOFT PROFICIENT POWERPOINT 97 EXAM, and receive certification from Microsoft. Each exam cost \$40.00.

Students will use Excel 97 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 97 skill sets to create databases for individual and small workgroup use.

Students will use PowerPoint 97 skill sets to create presentations that will be delivered over a variety of media.

Students will use Scheduler 97 skill sets to manage information on the desktop.

Grading:	Excel Project 4 Creating Templates, Workbooks, Multiple Workbooks and Web Pages	5%
	Excel Project 5 Data tables, Visual basics, Hyperlinks, and Scenario Manager	5%
	Excel Project 6 Sorting, Filtering, Pivot Tables and Data Maps	5%
	Access Project 4 Reports, Forms, and Publishing Reports to the Web	5%
	Access Project 5 Enhancing forms with OLE fields, Hyperlinks, and Subforms	5%
	Access Project 6 Creating Macros	5%
	PowerPoint Project 3 Using embedded visuals	5%
	Power Point Project 4 Creating a presentation containing interactive OLE documents	5%
	Outlook Project 1	5%
	Excel Test	10%
	Access Test	10%
	PowerPoint / Outlook Test	5%
	Employability Skills Portfolio Submissions	10%
	Final Exam	20%

Course Policy: Attendance is mandatory. If you are ill you must notify your instructor. More than 3 missed classes will result in a recommendation of debarred from final exam. On the advice of the instructor and with concurrence of the Department Chair and the Registrar, a student may be debarred from an examination when attendance requirements are not met. Students debarred from an examination on the basis of attendance will be given a grade of zero on the exam.

All assignments and exams must be completed in order to receive a grade in the course.

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.

If you miss an exam, there are no makes-ups. Missed exam percentage may be added onto their final exam.

Academic dishonesty - refer to page 19 of the College Calendar.

All assignments must be completed in order to complete the course.