

**Grande Prairie Regional College  
Administrative Technology**

**Course Outline**

**Fall 2003**

**OA2610M2 - Microsoft Office XP (3) (0-0-5)**

**Instruction Assistants: Grace Walton, 539-2777**

**Liz Jacobs, 539-2965**

<b>Prerequisite</b>	None
<b>Session Details</b>	TWR 10:00 – 11:20 - Room A312
<b>Instructor</b>	Loren Jacula, Telephone: 539-2205 Office Hours: Monday to Friday 2:00 to 3:00 pm or by appointment
<b>Text:</b>	
<b>Delivery Mode</b>	Lecture/Lab
<b>Supplies:</b>	Formatting Guide for Administrative Technology 2 file folders 2 disks Handbook Writers
<b>Course Descriptions:</b>	This course covers application concepts required to use the fundamental features of Microsoft Office XP, Microsoft Access, Microsoft Excel, Microsoft PowerPoint and Microsoft Outlook 2002.
<b>Grading:</b>	Assignments 30% Quizzes 20% Final Project: 50%

**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 (539-2205).
2. 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.
3. Academic dishonesty - refer to page 19 of the college calendar.
4. All major assignments must be completed in order to complete this course.
5. 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 30% of your grade, please keep these sheets in a safe place until you can turn them in.