

Grande Prairie Regional College
Administrative Technology
Course Outline
Fall 2004
OA2610 - Microsoft Office XP (3)

Prerequisite	None
Session Details	Tuesdays, Wednesdays and Thursdays 10:00 – 11:20 Room A312
Instructor	Loren Jacula Office: Room C220 Phone: 780.539.2205 E-mail: ljacula@gprc.ab.ca
Text	Shelley Cashman Vermant Microsoft Office XP – Introductory Concepts and Techniques – Course 1, Thomson Learning, 2003
Delivery Mode	Lecture/Lab
Course Description	This course covers application concepts required to use the fundamental features of Microsoft Office XP, Microsoft Excel and Microsoft Access.
Grading	Quizzes 45% (7.5% * 6) Group Projects 25% (12.5% * 2) Final Exam (must pass to pass course) 30%

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.
- 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 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 required and may be taken at each class. If you are ill, please call or e-mail your instructor. Excessive absences (more than 3) may result in a student being refused permission to write the final exam and therefore failing the course. See page 36 of Calendar.
2. In-class tests, mid-terms, and final exams must be completed at the scheduled times. Alternate or individualized examination times will only be considered in cases of emergency. Failure to complete examinations at the scheduled times will result in a grade of zero (0).
3. If you miss a class, have a classmate call you with your assignments. You are responsible for any work missed.
4. Assignments are due on the dates set by the instructor.
5. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment. Some of these assignments may be unannounced before that date.
6. All major assignments must be completed in order to complete a course.
Keep your work up-to-date. If you are absent, phone your study partner to find out what work you missed.
Study Partner's Name _____
Study Partner's Phone Number _____

