

**Grande Prairie Regional College**  
**Administrative Technology**  
**Course Outline**  
**Fall 2005**  
**Specialist Level – Microsoft Excel and Access 2003**  
**OA2610 - Microsoft Office XP (3)**

<b>Prerequisite</b>	None
<b>Session Details</b>	Tuesdays, Wednesdays and Thursdays 10:00 – 11:20 Room A312
<b>Instructor</b>	Loren Jacula Office: Room C220 Phone: 780.539.2205 E-mail: ljacula@gprc.ab.ca
<b>Text</b>	<u>Microsoft Excel 2003 Specialist Benchmark Series by Nita Rutkosky</u> <u>Microsoft Access 2003 Specialist Benchmark Series by Nita Rutkosky</u>
<b>Delivery Mode</b>	Lecture/Lab
<b>Course Description</b>	This course covers application concepts required to use the Specialist features of Microsoft Office XP, Microsoft Excel and Microsoft Access.
<b>Grading</b>	Midterm 1 (Excel Chs 1-4) 25% Date:  Midterm 2 (Excel Chs 5-7) 25% Date:  Midterm 3 (Access Chs 1-4) 25% Date:  Midterm 4 (Access Chs 5-7) 25% Date:

**Course Objectives**

The student will demonstrate the ability to:

- Apply a variety of resources and methods to successfully perform specialist features of Microsoft Excel and Access
- 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.
- 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 43 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 \_\_\_\_\_