DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Winter 2017

OA 1365: Introduction to Software Applications– 3 (0-0-4.5) 67.5 Hours for 15 Weeks

INSTRUCTOR:	Janelle MacRae	**PHONE:**	(780) 539-2215
OFFICE:	E310	**E-MAIL:**	jmacrae@gprc.ab.ca
OFFICE HOURS:	Monday & Wednesday 1:00-2:30 or by appointment		

CALENDAR DESCRIPTION:
This course is intended to familiarize the student with the use and application of computers in daily office activities. Students will be expected to develop a working knowledge of Microsoft Word, Excel, Access, and PowerPoint. This course also introduces the student to Outlook, Windows, and computer terminology.

PREREQUISITE(S)/COREQUISITE: none

REQUIRED TEXT/RESOURCE MATERIALS:
- Microsoft Office 2016 "Benchmark Series" Nita Rutkosky, EMC Paradigm Publishing
- Department of Office Administration OA Formatting Guide

DELIVERY MODE(S): The course will take place in a computer lab setting. Lectures will occur at the beginning of each week and will cover the weekly topics.

COURSE OBJECTIVES: The course will teach the following skills
- Analyze, synthesize, and evaluate school, work, or home information-processing needs and use application software to meet those needs efficiently and effectively.
- Access the internet and use the browser, search, and hyperlink capabilities of web browsers.
- Create, design, and produce professional documents using word processing software.
- Process, manipulate, and represent numeric data using spreadsheet software
- Plan, structure, and create databases for efficient data access and retrieval using database software.
- Learn strategies for merging and integrating source data from different applications.

LEARNING OUTCOMES: Upon successful completion of the course, students will be able to:
- Use Windows Explorer to manage and manipulate files and apply electronic file management concepts.
- Analyze, synthesize, and evaluate school, work, or home situations and use application software to complete information-processing tasks efficiently and effectively.
- Prepare, manage, and print documents using application software.
- Learn strategies for merging and integrating source data from different applications.
- Create, design, and produce professional documents using basic word processing software. Topics include design options for formatting and layout, strategies for working with multiple documents, and techniques for using templates and pre-designed styles.
- Process, manipulate, and represent numeric data using the basic functions of spreadsheet software. Functions include: using formatting techniques for preparing a spreadsheet, creating and testing formulas, using multiple worksheets, exploring what-if scenarios, and converting to chart formats.
- Plan, structure, and create databases for efficient data access and retrieval using database software. Functions include: search and sort capabilities for extracting data, data retrieval commands, techniques for record specification, and design options for report layout.

TRANSFERABILITY:

N/A

*Warning: Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities**. Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page http://www.transferalberta.ca or, if you do not want to navigate through few links, at http://alis.alberta.ca/ps/tsp/ta/tbi/onlinesearch.html?SearchMode=S&step=2

** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. **Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS:

Word Assignments	7.5%
Word Exam	15 %
Excel Assignments	7.5%
Excel Exam	15%
Access Assignments	7.5%
Access Exam	10%
Final Project	30%
Job Success Skills	7.5%

The student will demonstrate job success skills through:

a) Regular attendance and punctuality

b) Timely completion of work

c) Maintaining a high standard of work

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Topic	Chapters
1	Course Outline/Course Intro/Windows Introduction	
2	Computer Setup and Start on Word – Preparing a Word Document	Word CH 1
3	Formatting Characters/Paragraphs and Customizing Paragraphs	Word CHs 2 and 3
4	Formatting Pages/Word Unit 1 Review/Word Unit 1 Test	Word CH 4
5	Business Letters and Memos	OA Formatting Guide
6	Applying Formatting/Creating Tables and Charts	Word CHs: 5 and 7
7	Merging Documents/ Word Unit 2 Review/Word Unit 2 Test	Word Ch 8
8	Winter BREAK	
9	Preparing an Excel Workbook/Inserting Formulas	Excel CHs: 1 and 2
10	Formatting an Excel Worksheet/ Enhancing a Worksheet	Excel CHs: 3 and 4
11	Moving Data within and between Workbooks/ Creating Charts in Excel/ Excel Review	Excel CHs: 5 and 7
12	**Excel Module Test**	**Excel Chapters 1 – 7**

	Creating Database Tables	Access Chapter 1
13	Creating Relationships between Tables/ Performing Queries	Access CHs: 2 and 3
14	Creating and Modifying Tables in Design View/ Access Review	Access CH 4
15	**Access Module Test** Review for Final Exam	**Access Chapters 1 – 4**

STUDENT RESPONSIBILITIES:

Regular attendance is critical to the success of this course. Should a student be unable to attend a class, it is the student's responsibility to acquire the material missed and to complete the assigned readings, in-class work, and assigned homework. Missed exams will result in a grade of zero unless prior arrangements have been made with the instructor.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at http://www.gprc.ab.ca/programs/calendar/ or the College Policy on Student Misconduct: Plagiarism and Cheating at http://www.gprc.ab.ca/about/administration/policies/

**Note: all Academic and Administrative policies are available on the same page.