

## DEPARTMENT of BUSINESS AND OFFICE ADMINISTRATION

### COURSE OUTLINE – Fall 2024

#### OA1365 (A2): Software Applications I – 3 (3-0-1.5) 67.5 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

**INSTRUCTOR:** Janelle MacRae      **PHONE:** 780-539-2215  
**OFFICE:** C305      **E-MAIL:** [jmacrae@nwpolytech.ca](mailto:jmacrae@nwpolytech.ca)  
**OFFICE HOURS:** Tuesdays and Thursdays 10:00 AM to 11:20 AM or by  
appointment

**CALENDAR DESCRIPTION:** This course will familiarize students with the use and application of computers in daily office activities. Students will be introduced to concepts and functions of software to meet changing industry needs.

#### **PREREQUISITE(S)/COREQUISITE:**

None

#### **REQUIRED TEXT/RESOURCE MATERIALS:**

Microsoft Office 365 Bundle 2021 by Rutkosky/Roggenkamp/Rutkosky, © Paradigm Publishing, LLC (textbook and ebook or just ebook) plus Cirrus Training and Assessment account

ISBN 9798765798256 (Physical textbook plus Cirrus account) – available at NWP bookstore

or

ISBN 9798765798270 (Ebook plus Cirrus account) – available at <https://www.paradigmeducation.com/nwpolytech> (prices in USD)

## DELIVERY MODE(S):

In-person. The class work will be comprised of lectures and experiential learning by doing.

## LEARNING OUTCOMES:

Upon completion of the course students will obtain the following skills:

- prepare, manage, and print documents using application software.
- perform a number of Word tasks, such as creating and managing documents, formatting text, customizing paragraphs and sections, creating tables and lists, applying headers, footers and references, and inserting and formatting objects and charts.
- demonstrate the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions and creating charts and objects.
- create and manage presentations, insert and format shapes and slides, create slide content, apply transitions and animations and manage multiple presentations.

## TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.alberta.ca>.

\*\* 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:

Excel, Word, and PowerPoint textbook and Cirrus assignments	30%
Unit Exams:	
Word	20%
Excel	10%
PowerPoint	10%
Final Exam or Microsoft Word Specialist Certification*	30%

**\* NOTE: MICROSOFT OFFICE SPECIALIST (MOS) CERTIFICATION.** All course work must be completed in order to qualify to take the MOS Certificate. There is a cost component to the MOS Test. All tests can be booked with the Northwestern

Polytechnic Testing Centre and payment is due prior to writing the exam. MOS exams are 50 minutes in length and students will receive a MOS Certificate from Microsoft, which is a globally recognized certification.

## 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	95-100	C+	2.3	67-69
A	4.0	85-94	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
1 Tu/Th	Welcome, Course Intro/Overview, Textbooks Math Review/Start Excel Ch 1
2	Excel Ch 1 and 2
3	Excel Ch 3 and 4
4	Excel Unit 1 test review and test
5	Word Ch 1 and 2
6	Word Ch 3 and 4
7 No class Mon	Business Letters and Memos
8	Word Ch 5 and 6
9	Word Ch 7 and 8
10	Word Unit Tests

11	Fall Break
12	PPT Ch 1 and 2
13	PPT Ch 3 and 4
14	PPT Unit 1 test review and test
15 M/Tu	Final Exam Review/ MOS Prep

## STUDENT RESPONSIBILITIES:

Students must read, understand and comply with Northwestern Polytechnic academic policies.

\*\*Note: all Academic and Administrative policies are available at [NWP Policies | Northwestern Polytechnic \(nwpolytech.ca\)](https://www.nwpolytech.ca/about/administration/policies/index.html)

## TESTING AND EXAM POLICIES

All tests will be written as scheduled. No rewrites will be given. If there is an excusable absence, the weighting of the missed test will be added to the final exam weighting.

Instructor must be notified prior to the test of any absence. If the absence is not excusable, a grade of 0% will be given.

DUE DATES: Work must be submitted to MyClass and Cirrus by the due date and time given. No lates will be accepted.

Final examinations must be taken during the specified time period and are scheduled by the Registrar's Office. Do not plan any activities during examination week.

## EMAIL CORRESPONDENCE:

\*All email correspondence must be sent from your Northwestern Polytechnic student email account and must be professionally formatted (i.e., subject line filled in, proper greeting, spelling, and grammar check, etc.). Emails that do not follow the above requirements will not be responded to.

## STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

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