

**OA2365 (A3) Advanced Software Applications 3(3-0-2) 75 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:** Cara Leaf

**OFFICE:** C411

**OFFICE HOURS:** M &W 11:20-12:50

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**CALENDAR DESCRIPTION:**

This course will familiarize students with the use and application of computers in daily office activities. Students will study advanced-level concepts and functions of software to meet changing industry needs. .

**PREREQUISITE(S):** OA 1375

**REQUIRED TEXT/RESOURCE MATERIALS:**

Microsoft Office 365: Word Level III, Excel Level II by Rutkosky/Roggenkamp/Rutkosky, © Paradigm Publishing, LLC (textbook and ebook or just ebook)

NWP Office Administration Formatting Guide (in house)

Cirrus Training and Assessment account

**DELIVERY MODE(S):**

On-campus (face-to-face) This type of course will be delivered on campus in a specific location which will be indicated on the student timetable. Students are expected to fully attend 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:

- demonstrate the correct application of the principal features of Word and Excel at an expert-level and complete tasks independently.
- design with styles options
- manage merge options
- manage macros
- create forms
- create a table of authorities and index
- use outline view
- integrate and sharing documents and data
- customize word
- demonstrate advanced formatting techniques in Excel
- use advanced functions and formulas
- work with tables and data features
- summarize and consolidating data
- use data analysis features
- export, import, and transform data
- automate repetitive tasks and customize excel
- protect and distribute a workbook
- exhibit ethical behavior with respect to copyright on software, confidentiality, privacy of documents on screen and sharing of files and information.
- accept that unexpected problems will arise from the use of computers and endeavor to resolve those problems in a professional manner.

## 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:

Exercises & Assignments	20 %
Unit Exams:	
Word Exam	30%
Excel Exam	30%
Final Exam/MOS Exams:	20%

\*Note: In order for the MOS exam grades to count as the Final Exam grade, both the MOS Word Expert & Excel Expert exams must be successfully complete; otherwise, students will complete the course final exam.

## 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	COURSE CONTENT
1	Course Outline/Text/Getting Started with Cirrus
2	Designing with Styles
3	Managing Merge Options
4	Managing Macros
5	Creating Forms Note: <b>Monday September 30, 2020 No Classes:</b>
6	Creating a Table of Authorities and Index
7	Word Production Exam Note: <b>Monday: No Classes – October 14th Thanksgiving</b>
8	Advanced Formatting Techniques
9	Advanced Functions and Formulas
10	Working with Tables and Data Features
11	<b>READING WEEK Nov 11-15</b>
12	Summarizing and Consolidating Data
13	Using Data Analysis Features
14	Excel Production Exam
15	Final/MOS Exam

## STUDENT RESPONSIBILITIES:

Students are responsible for completing assignments outside of class time. If you are ill, please have a classmate inform you of the work covered that day. More than 3 missed classes may result in a recommendation of “Debarred from Exam.” (See NWP Calendar). Assignments and tests missed will be recorded as zero. Assignments are due on the dates set by the instructor. No late assignments or rewrites of exams are allowed.

## **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.