

**DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION**

**COURSE OUTLINE – Spring 2025**

**OA2365 (A3) Advanced Software Applications 3(3-0-2) 75 Hours, for 7 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  
**OFFICE:**  
**OFFICE HOURS:** By Appointment

**PHONE:** 780-539-2215  
**E-MAIL:** [jmacrae@nwpolytech.ca](mailto:jmacrae@nwpolytech.ca)

**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 (ebook)

Purchase EBook Direct from the publisher here (amounts are in USD\$)

<https://www.paradigmeducation.com/nwpolytech>

Select this option:

**Northwestern Polytechnic: Cirrus 2.0 for  
Benchmark Series, Microsoft Word 365/2022 Level  
3, Benchmark Series, Microsoft Excel 365/2022  
Level 2**

ISBN: 9798765798218

Format: **Digital**

**\$118.50**

NWP Office Administration Formatting Guide (in house)

Cirrus Training and Assessment account

Students are responsible for all fees associated with ProctorU, a live proctoring service for online exams. Fees are paid when you schedule your exams through ProctorU.

Pricing per exam is as follows:

60 minutes or less - \$16 USD

61-120 minutes - \$25 USD

121 - 180 minutes - \$31 USD

### **DELIVERY MODE(S):**

Online - This type of course will be offered entirely online using Northwestern Polytechnic's learning management system: MyClass (D2L). There are no set class times and students attend remotely and asynchronously.

This is a paced online course, meaning there are weekly requirements that must be met.

### **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:

Excel Level 2 and Word Level 3 textbook and Cirrus assignments	40 %
Unit Exams:	
Word Test	15%
Excel Test	15%
Final Exam/MOS Exam*:	30%

\*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 completed; otherwise, students will complete the course final exam.

\* **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 each 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	COURSE CONTENT
1	Course Outline/Text/Getting Started with Cirrus Word Chapter 1: Designing with Styles
2	Word Chapter 2: Managing Merge Options Word Chapter 3: Managing Macros
3	Word Chapter 4: Creating Forms Word Chapter 5: Creating a Table of Authorities and Index
4	Word Unit Test Excel Chapter 1: Advanced Formatting Techniques
5	Excel Chapter 2: Advanced Functions and Formulas Excel Chapter 3: Working with Tables and Data Features
6	Excel Chapter 4: Summarizing and Consolidating Data Excel Chapter 5: Using Data Analysis Features
7	Excel Unit Test Final/MOS Exam Options

## STUDENT RESPONSIBILITIES:

**Email:** Email is the preferred option to communicate with your instructor. Email correspondence to your instructor must be sent from your NWP student email account. Emails should be professionally formatted and include a subject, correct spelling and grammar, and a reference to course material and/or textbook pages, etc. Emails that do not adhere to this format may not be responded to.

**Testing And Exam Policies:** All tests will be written as scheduled. No rewrites will be given. If there is an excusable reason for a missed test, an exemption will be given for that test. Instructor must be notified prior to the test of any reason the student cannot take it. If the reason is not excusable, a grade of 0% will be given.

**Due Dates:** Work must be submitted to MyClass and/or Cirrus by the due date and time given. No lates will be accepted.

Final examinations must be taken during the specific time period. Dates will be posted in your MyClass space.

**NWP Policies:** 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)

Please click on the following link to read the student Rights and Responsibilities Policy:  
<https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69>

## 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.

## **TECHNOLOGY REQUIREMENTS:**

You will need access to Office 365 for this course. NWP offers students Office 365 software for free while you are a student. To access it, follow these instructions:

- Open your preferred web browser, go to <https://portal.office.com>
- Log in
- Click Install Office > Office 365 Apps

Once the software has downloaded and installed (how quickly this happens depends on your computer and your network connection, it is a large file so it can take quite some time), open Word, Excel, or PowerPoint and enter your [student ID number]@nwpolytech.ca and your MyClass password when prompted to activate the software.

If you already have Office 365 installed on your computer, you can go to Accounts under the File tab and sign in with your NWP student email and password to activate the license if necessary.

## **SOFTWARE & NETWORK REQUIREMENTS**

Click on Device Requirements at this link in order to ensure your devices meet the requirements for taking an NWP online course: [Student Technical Support | Northwestern Polytechnic \(nwpolytech.ca\)](#)

### **Additional Information:**

### **USING PROCTORU:**

This course uses ProctorU Live for online exams. To utilize this service, you are required to complete the following steps:

- Create a ProctorU account by clicking the ProctorU link in the course.
- Download and install the Guardian Web Browser, Google Chrome, and the ProctorU extension.
- Schedule each exam at least 3 days (72 hours) in advance. If you miss this deadline, you cannot take the exam.
- Pay for the proctoring service. The fees are exclusively your responsibility and in no event shall be the responsibility of Northwestern Polytechnic.

**For more detailed instructions [click here](#), and for video instructions [click here](#).**

Before each exam, you must complete a room scan with your web camera, during which you will show your surroundings to a live proctor.

The invigilator will ask to view (but not collect or store) your student identification to verify your identity and will remotely access your computer to unlock the exam. When monitoring your actions via video streaming, the invigilator may possibly record your actions if they suspect academic integrity behavioural issues. You will be verbally notified if/when recording begins.

The collection of and access to the personal information listed above is permitted under subsection 33(c) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, which states, “No personal

information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body.” In addition, subsection 39(4) states, “A public body may use personal information only to the extent necessary to enable the public body to carry out its purpose in a reasonable manner.”

Records Retention: Any video records of you created by ProctorU will be kept by ProctorU for a maximum of 7 days in order to make a decision about any possible academic integrity infraction, after which time it shall be permanently deleted. All other personal information collected and stored by ProctorU within your profile account will be permanently deleted if the account has not been used after one year.

### **Consent to Store Personal Information Outside Canada**

ProctorU is an American company. An agreement is in place between ProctorU and Northwestern Polytechnic by which ProctorU will take reasonable steps to protect your personal information from unauthorized access and disclosure. Information about how ProctorU protects your privacy can be found in their [Privacy Policy](#).

By using the ProctorU service via Northwestern Polytechnic, you consent to the storage of and access to your personal information outside of Canada.

This consent is in effect from the day you register with ProctorU and expires one year after completion of your exam.

Additional privacy and liability information regarding the use of ProctorU is available on the NWP website.