



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Winter 2018

OA 1365 (A3): Introduction to Software Applications– 3 (0-0-4.5) 67.5 Hours for 15 Weeks

INSTRUCTOR: Janelle MacRae **PHONE:** 780-539-2215
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OFFICE HOURS: Mon and Thurs 1:30 PM – 3:30 PM 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:

- Department of Office Administration OA Formatting Guide
- Benchmark: Word 2016 Level 1 with Workbook, EMC Paradigm Publishing
- Benchmark: Excel 2016 Level 1 with Workbook, EMC Paradigm Publishing
- Benchmark: Access 2016 Level 1 with Workbook, EMC Paradigm Publishing

DELIVERY MODE(S): The course will take place in a computer lab setting. Lectures will occur at the beginning of each chapter module and classroom work time is provided.

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	10%
Word Exam	15 %
Excel Assignments	10%
Excel Exam	15%
Access Assignments	7%
Access Exam	13%
Final Exam	30%

EXAM POLICIES

- Word, Excel, and Access exams will be written as scheduled. No rewrites will be given. If there is an excusable absence, the weighting of the missed exam will be added to the final exam weighting. If the absence is not excusable, a grade of 0% will be given.
- Final examinations will be scheduled by the registrar's office. **Do not plan any activities during examination week.**

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:

<u>Week</u>	<u>Topic</u>	<u>Chapters</u>
1 Jan 8-12	Course Outline/Computer Basics/ Start Word/ Preparing a Word Document	Moodle and Word CH 1
2 Jan 15 - 19	Formatting Characters and Paragraphs/Customizing Paragraphs	Word CH 2 and 3
3 Jan 22 - 26	Formatting Pages/ Word Unit 1 Review Word Unit 1 Test	Word Ch 4 Word CHs 1 thru 4
4 Jan 29 – Feb 2	Business Letters and Memos/ Applying Formatting and Inserting Objects	OA Formatting Guide Word CH 5

5 Feb 5 - 9	Creating Mailing Labels/ Creating Tables and Smart Art	Word Ch 6 – <i>just Project 4 A&B</i> Word CH 7
6 Feb 12 - 16	Merging Documents/ Word Unit 2 Review Word Unit 2 Test	Word Ch 8 Word Chs 5 - 8
7 Feb 19 - 23	READING WEEK – NO CLASSES	
8 Feb 26 – Mar 2	Preparing an Excel Workbook/Inserting Formulas	Excel CHs 1 and 2
9 Mar 5 - 9	Formatting an Excel Worksheet/ Enhancing a Worksheet	Excel CHs 3 and 4
10 Mar 12 - 16	Moving Data within and between Workbooks/ Inserting Hyperlinks (from Chapter 6)/ Creating Charts in Excel/	Excel CHs 5, 6 (<i>Just Project 4</i>) and 7
11 Mar 19 - 23	Excel Test Review Excel Module Test (2 parts)	Excel Chapters 1 – 7 (no Chapter 6)
12 Mar 26 - 30	Managing and Creating Access Tables / Creating Relationships between Tables	Access CH 1 and 2
13 Apr 2 - 6	Performing Queries/ Creating and Modifying Tables in Design View/ Access Test Review	Access CH 3 and 4
14 Apr 9 - 13	Access Module Test Review for Final Exam	Access Chapters 1 - 4

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.