



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Fall 2017

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

INSTRUCTOR: Lacie Reilly

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OFFICE HOURS: Available 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, and Access. This course also introduces the student to Windows and computer terminology, and includes a module on business letters and memos.

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 o (Alternatively you can purchase a large combined version of the above Benchmark texts that also includes a PowerPoint section, it is called Microsoft Office 2016 “Benchmark Series” Nita Rutkosky, 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 | 10% |
| Access Exam | 10% |
| Final Exam | 30% |

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 |

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.

COURSE SCHEDULE/TENTATIVE TIMELINE:

| <u>Week</u> | <u>Topic</u> | <u>Chapters</u> |
|-------------|---|--|
| 1 | Course Outline/Computer Basics/ Start Word | Moodle and Word Chapter 1 |
| 2 | Preparing a Word Document and Formatting Characters and Paragraphs | Word Chapter 1 and Chapter 2 |
| 3 | Customizing Paragraphs and Formatting Pages | Word Chapter 3 and Chapter 4 |
| 4 | Word Unit 1 Review/Word Unit 1 Exam | Word Chapters 1 thru 4 |
| 5 | Business Letters and Memos/ Applying Formatting and Inserting Objects | OA Formatting Guide and Word Chapter 5 |
| 6 | Creating Tables and Smart Art and Merging Documents | Word Chapter 7 and 8 |
| 7 | Word Unit 2 Review/Word Unit 2 Exam | Word Chapter 5, 7, 8 |
| 8 | Preparing an Excel Workbook/Inserting Formulas | Excel Chapter 1 and Chapter 2 |
| 9 | Formatting an Excel Worksheet/ Enhancing a Worksheet | Excel Chapter 3 and Chapter 4 |
| 10 | Moving Data within and between Workbooks/ Creating Charts in Excel | Excel Chapter 5 and Chapter 7 |
| 11 | Excel Exam Review/ Excel Exam | Excel Chapters 1 – 7 (no Chapter 6) |
| 12 | Managing and Creating Access Tables | Access Chapter 1 |
| 13 | Creating Relationships between Tables/ Performing Queries | Access Chapter 2 and 3 |
| 14 | Creating and Modifying Tables in Design View/ Access Exam Review | Access Chapter 4 |
| 15 | Access Exam/Final Exam Review | Access Chapters 1 - 4 |