



**DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION**

**COURSE OUTLINE – FALL 2016**

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

**INSTRUCTOR:** Janelle MacRae

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**OFFICE:** E310

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**OFFICE HOURS:** W/Th/F:

1:00 – 2:20 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:**

- Microsoft Office 2016 “Benchmark Series” Nita Rutkosky, EMC Paradigm Publishing
- Department of Office Administration OA Formatting Guide

**DELIVERY MODE(S):** The course will take place in a computer lab setting. Lectures will occur at the beginning of each week and will cover the weekly topics.

**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.transferralberta.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	7.5%
Word Exam	15 %
Excel Assignments	7.5%
Excel Exam	15%
Access Assignments	7.5%
Access Exam	10%
Final Project	30%
Job Success Skills	7.5%

The student will demonstrate job success skills through:

- a) Regular attendance and punctuality
- b) Timely completion of work
- c) Maintaining a high standard of work

## 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	Course Outline/Course Intro/Windows Introduction	Word CH: 6
2	Preparing Documents, Formatting Characters and Paragraphs, Customizing Paragraphs	Word CHs: 1, 2 and 3
3	Formatting Pages and Applying Formatting	Word CHs: 4 and 5
4	Creating Tables and Charts	Word CH: 7
5	Merging Documents	Word CH: 8
6	Word Review	
7	<b>Word Module Test</b>	<b>Chapters 1 - 8</b>
8	Prepare an Excel Worksheet/Inserting Formulas	Excel CHs: 1 and 2
9	Formatting an Excel Worksheet and Enhancing a Worksheet	Excel CHs: 3 and 4
10	Moving Data within/between Workbooks	Excel CH: 5
11	Creating Charts in Excel and Excel Review <b>Excel Module Test</b>	Excel CH: 7 <b>Chapters 1 - 7</b>
12	Creating Database Tables/Creating Relationships between Tables	Access CHs: 1 and 2

13	Performing Queries	Access CH: 3
14	Creating and Modifying Tables in Design View <b>Access Module Test</b>	Access CH: 4 <b>Chapters 1 - 4</b>
15	FINAL PROJECT	

**STUDENT RESPONSIBILITIES:**

Daily attendance is essential! More than 3 missed classes may result in a recommendation of being debarred from exams.

**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.