



## **LEARNING OUTCOMES:**

### ***Computer Concepts and Office Fundamentals***

- Opening and saving a file, selecting text to edit, inserting and changing text
- Moving and copying text, finding and replacing text
- Understanding computer terminology and knowing the specifications when buying a computer

### ***Microsoft Word Introduction and Intermediate levels***

- Setting margins and specifying page orientation, inserting page breaks, adding page numbers, inserting headers and footers, creating sections, inserting cover pages, using find and replace, checking spelling and grammar, print options, customizing Word
- Applying font attributes, highlighting text, controlling word wrapping, copying formats using format painter, tabs and borders, columns, creating table of contents
- Inserting and formatting tables, sorting and applying formulas to table data, inserting clip art and images to documents, inserting word art and symbols
- Inserting comments in a document, tracking changes in a document, viewing documents side by side, mail merges

### ***Microsoft Excel Introduction and Intermediate levels***

- Describing and using symbols and order of precedence, displaying cell formulas, inserting and deleting rows and columns, using cell ranges, move, copy paste and auto fill cells, formatting and managing worksheets, page options for printing
- Creating and copying formulas, using relative and absolute cell addresses, using auto sum, inserting basic statistical functions, using date functions, using the IF function, using the VLOOKUP function, using the PMT function, using the FV function
- Choosing a chart type, creating a chart, modifying a chart, enhancing a chart with graphic shapes, embedding charts, printing charts
- Freezing rows and columns, hiding and un-hiding rows columns and worksheets, protecting a cell and worksheet, sorting and filtering data

### ***Microsoft Access Introduction and Intermediate levels***

- Creating filters, sorting table data on one or more fields, knowing when to use Access and Excel to manage data, using the relationship window, understanding relational power
- Designing data, creating tables, understanding table relationships, sharing data with Excel, establishing table relationships, creating a query, specifying criteria for different data types, copying and running a query, using the query wizard
- Understanding the order of precedence, creating a calculated field in a query, creating expressions with the expression builder, creating and editing access functions, performing date arithmetic

### ***Microsoft PowerPoint***

- Using slide layouts, applying design themes, reviewing a presentation, adding a table and clip art, using transition and animation, adding sound

**TRANSFERABILITY:**

Athabasca University

Canadian University College

MacEwan University

University of Lethbridge

Other (transfers in combination with other courses or to other institutions)

**\*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	20%
Excel	20%
Access	20%
PowerPoint	10%
Final Exam	<u>30%</u>
Total	<u>100%</u>

**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:

Week	Topic	Chapter
1	Working with a Operating System & Office 2016 Features	Chapter 1
2	Word – Introduction to Word: Organizing a Document	Chapter 1
3	Word – Document Presentation: Editing and Formatting	Chapter 2
4	Word – Document Productivity: Working with Tables and Mail Merge	Chapter 3
5	Word – Collaboration and Research: Communicating and Producing Professional Papers	Chapter 4
6	Excel – Introduction to Excel: Creating and Formatting a Worksheet	Chapter 1
7	Excel – Formulas and Functions: Performing Quantitative Analysis	Chapter 2
8	Excel – Charts: Depicting Data Visually	Chapter 3
9	Excel – Datasets and Tables: Managing Large Volumes of Data	Chapter 4
10	Access – Introduction to Access: Finding Your Way Through an Access Database	Chapter 1
11	Access – Tables and Queries in Relational Databases: Designing Databases and Extracting Data	Chapter 2
12	Access – Using Queries to Make Decisions: Perform Calculations and Summarize Data Using Queries	Chapter 3
13	Access – Creating and Using Professional Forms and Reports: Moving Beyond Tables and Queries	Chapter 4
14	PowerPoint	
15	Review	

### STUDENT RESPONSIBILITIES:

Regular attendance is critical to success. Should a student be unable to attend a class, it is the student's responsibility to acquire the material missed and to complete any assigned readings, in-class work, and assigned homework. Missed exams will result in a grade of zero unless prior arrangements have been made with the instructor.

### 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.