



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Fall 2017

OA 1365 (A2): Introduction to Software Applications– 3 (0-0-4.5) 67.5 Hours for 15 Weeks

INSTRUCTOR: Janelle MacRae **PHONE:** 780-539-2215
OFFICE: E310 **E-MAIL:** jmacrae@gprc.ab.ca
OFFICE HOURS: Tues and Thurs 1:30 PM – 3:30 PM

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	7%
Access Exam	13%
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

COURSE SCHEDULE/TENTATIVE TIMELINE:

<u>Week</u>	<u>Topic</u>	<u>Chapters</u>
1	Course Outline/Computer Basics/ Start Word	Moodle and Word CH 1
2	Preparing a Word Document and Formatting Characters and Paragraphs	Word CH 1 and 2
3	Customizing Paragraphs and Formatting Pages	Word CHs 3 and 4
4	Word Unit 1 Review/Word Unit 1 Test	Word CHs 1 thru 4
5	Business Letters and Memos/ Applying Formatting and Inserting Objects	OA Formatting Guide and Word CH 5
6	Creating Tables and Smart Art and Merging Documents	Word CHs 7 and 8
7	Word Unit 2 Review/Word Unit 2 Test	Word CHs 5, 7, and 8
8	Preparing an Excel Workbook/Inserting Formulas	Excel CHs 1 and 2
9	Formatting an Excel Worksheet/ Enhancing a Worksheet	Excel CHs 3 and 4
10	Moving Data within and between Workbooks/ Creating Charts in Excel	Excel CHs 5 and 7
11	Excel Test Review/ Excel Module Test	Excel Chapters 1 – 7 (no Chapter 6)

12	Managing and Creating Access Tables	Access CH 1
13	Creating Relationships between Tables/ Performing Queries	Access CH 2 and 3
14	Creating and Modifying Tables in Design View/ Access Test Review	Access CH 4
15	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.