Grande Prairie Regional College

Department of Office Administration

COURSE OUTLINE – FALL 2009

OA 1365 A2 Introduction to Software Applications 3 (0-0-5)

Instructor	Wendy Campeau	**Phone**	(780) 539-2988
Office	C209	**Email**	wcampeau@gprc.ab.ca
Office Hours	M/F: 11:30am – 1:00pm Or by appointment	**Class**	M/W/F: 10:00 – 11:20 Rm. A301

Prerequisite(s)/Co-requisite(s):

None

Required Text/Resource Materials:

1) Rutkosky, Nita Microsoft Office 2007 Marquee Series, EMC Paradigm Publishing Inc.

Supplies:

     1 USB drive

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, Outlook and Access. This course also introduces the student to Windows 7 and computer terminology.

Notes: Not for credit in Office Administration

Credit/Contact Hours:

3 credits/ 75 contact hours

Delivery Mode(s):

Lab/Lecture

This course takes place in a computer lab setting where each student works independently at a workstation. Lectures will occur at the beginning of each topic and will cover the material as indicated in the course outline.

Objectives:

Upon completion of the course students will obtain the following skills:

1) Use Windows 7 to manage and manipulate files and apply electronic file management concepts.
2) Merging and integrating source data from different applications.
3) 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 predesigned styles.
4) 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.
5) Use basic e-mail and e-mail software functions.

Late Assignments

Labs/cases, and assignments will not be accepted late unless prior arrangement has been made with your instructor. It is your responsibility as a student to keep track of deadlines and hand projects in on time. If a deadline cannot be made for whatever reason, **arrangements must be made before the deadline** and a new deadline will be arranged for this exception only (medical or other documentation may be asked to be provided).

Grading Criteria:

Windows 7 Assignment	5%
Outlook Assignments	5%
Word Assignments	10%
Word Exam	20%
Excel Assignments	10%
Excel Exam	20%
Access Assignments	10%
Final Exam	20%

Course Schedule/Timeline:

Week	Date	Activity	Date	Activity	Date	Activity	Required Reading	Assignment
1					Fri. Sept 3	Course Introduction Course Outline Moodle Overview	- Course outline - Handouts	**Submit intro on Moodle**
2	Mon. Sept 6	**NO CLASS Labour Day**	Wed. Sept 8	Computer Terminology	Fri. Sept 10	Windows 7	- Handouts	**Windows 7 Assignment** - In-class assignment - Course outline quiz - **Due Wed. Sept 15**
3	Mon. Sept 13	Windows 7	Wed. Sept 15	Word Section 1	Fri. Sept 17	Word Section 1	- Textbook p. 1-24	**Word Section 1 Assign.** - Knowledge Check p. 25 - Assessment 2, 3 & 4 p. 28 – 29 - Challenge 1 p. 30 - **Due Mon. Sept 20**
4	Mon. Sept 20	Word Section 2	Wed. Sept 22	Word Section 2	Fri. Sept 24	Word Section 2	- Textbook p. 33-56	**Word Section 2 Assign.** - Knowledge Check p. 57 - Assessment 1, 2 & 4 p. 60-61 - Challenge 2 p. 62 - **Due Mon. Sept 27**
5	Mon. Sept 27	Word Section 3	Wed. Sept 29	Word Section 3	Fri. Oct 1	Word Section 3	- Textbook p. 65-88	**Word Section 3 Assign.** - Knowledge Check p. 89 - Assessment 1, 2 & 4 p. 92 – 93 - Challenge 1 p. 93 - **Due Mon. Oct 4**
6	Mon. Oct 4	Word Section 4	Wed. Oct 6	Word Section 4	Fri. Oct 8	Word Section 4	- Textbook p. 97-122	**Work Section 4 Assign.** - Review 1, 2, & 3 p. 124 – 127 - Assessment 1 p. 128 - Challenge 1 p. 131 - **Due Wed. Oct 13**
7	Mon. Oct 11	**NO CLASS Thanksgiving Day**	Wed. Oct 13	**WORD EXAM**	Fri. Oct 15	**WORD EXAM**		This exam will be a production and theory-based exam. It will cover two class periods.

Week	Date	Activity	Date	Activity	Date	Activity	Required Reading	Assignment
8	Mon. Oct 18	Excel Section 1	Wed. Oct 20	Excel Section 1	Fri. Oct 22	Excel Section 1	- Textbook p. 1-26	**Excel Section 1 Assign.** - Knowledge Check p. 27 - Assessment 1 & 2 p. 29 - Challenge 1 p. 31 - **Due Mon. Oct 25**
9	Mon. Oct 25	Excel Section 2	Wed. Oct 27	Excel Section 2	Fri. Oct 29	Excel Section 2	- Textbook p. 33-56	**Excel Section 2 Assign.** - Assessment 2 & 3 p. 61 – 62 - Challenge 2 p. 63 - **Due Mon. Nov 1**
10	Mon. Nov 1	Excel Section 3	Wed. Nov 3	Excel Section 3	Fri. Nov 5	Excel Section 3	- Textbook p. 65-90	**Excel Section 3 Assign.** - Assessment 1, 2, 3 & 5 p. 92 – 94 - Challenge 2 p. 96 - **Due Mon. Nov 8**
11	Mon. Nov 8	Excel Review	Wed. Nov 10	**EXCEL EXAM**	Fri. Nov 12	**NO CLASS Fall Break**		This exam will be a production exam integrating Word & Excel.
12	Mon. Nov 15	Outlook	Wed. Nov 17	Outlook	Fri. Nov 19	Outlook	- Handouts	**Outlook Assignment** - In-class assignment - **Due Mon. Nov 22**
13	Mon. Nov 22	Access Section 1	Wed. Nov 24	Access Section 1	Fri. Nov 26	Access Section 1	- Textbook p. 1-26	**Access Section 1 Assign.** - Knowledge Check p. 27 - Assessment 1 & 2 p. 28-29 - Challenge 1 p. 31 - **Due Mon. Nov 29**
14	Mon. Nov 29	Access Section 2	Wed. Dec 1	Access Section 2	Fri. Dec 3	Access Section 2	- Textbook p. 33-56	**Access Section 2 Assign.** - Knowledge Check p. 56 - Assessment 1 & 3 p. 59-60 - Challenge 1 p. 63 - **Due Mon. Dec 6**
15	Mon. Dec 6	**Final Exam Review**						

Grades will be assigned on the Letter Grading System.

Office Administration Department

Grading Conversion Chart

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A$^+$	4	90 – 100	EXCELLENT
A	4	85 – 89	
A$^-$	3.7	80 – 84	FIRST CLASS STANDING
B$^+$	3.3	76 – 79	
B	3	73 – 75	GOOD
B$^-$	2.7	70 – 72	
C$^+$	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C$^-$	1.7	60 – 63	
D$^+$	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services. See page 49 of the college calendar for plagiarism, cheating and penalties.

Department of Office Administration
Policy on Cell Phones, Other Personal Electronic Devices & Social Media

Users of cell phones and other personal electronic devices must be attentive to the needs, sensibilities and rights of other members of the College community. The use of these devices must not disrupt the functions of the College overall and its classrooms and labs. Instructors have the right to have strict individual policies related to cell phones in order to provide and maintain a classroom environment that is conducive to learning and the respect of others.

Cell phones, PDA's and pagers must be turned off and placed out of sight in classrooms and computer labs during instructional time. Devices can only be turned on and set to silent mode with the expressed consent of individual instructors. Sending or receiving text messages or gaming on a cell phone during class is not acceptable. In addition, cell phones and other personal electronic devices incorporating cameras must be turned off and out of sight in any area in which individuals have reasonable expectations of privacy. This includes classrooms and computer labs.

When class and lectures begin, please refrain from online activities that do not bring value to your learning and content being discussed. Think of personal time online in the same way employers view personal phone calls and emails at work. Instructors may utilize software monitoring programs or limit access to online applications during class time to eliminate distractions at your individual workstations. Instructors may have penalties for violations of this policy.

Some instructors may have penalties for violations. If cell phones, pagers, calculators, recorders, digital cameras, PDA's MP3 players or other personal electronic devices are used inappropriately for the purposes of cheating or academic dishonesty, then students who do so will be penalized appropriately under the Academic Honesty policy of Grande Prairie Regional College.