



Grande Prairie Regional College

Office Administration

COURSE OUTLINE – WINTER 2010

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

Instructor	Garth Finlay	Phone	780-539-2988
Office	C209	Text	780-897-0708
Office Hours	Mon. 10:00 - 12:00 Tue. 1:00 – 2:30 Or by Appointment	E-mail	gfinlay@gprc.ab.ca

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

Rutkosky, Nita Using Computers in the Medical Office, 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, and Outlook. This course also introduces the student to Windows Vista, computer terminology and databasing.

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:

- ◆ Use Windows Vista to manage and manipulate files and apply electronic file management concepts.
- ◆ 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 predesigned 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.
- ◆ Use basic e-mail and e-mail software functions.

Grading Criteria:

Windows Vista Assignment	5%	Word/Excel Assignments	10%
Word Quiz	20%	Excel Quiz	20%
Outlook Assignment	10%	Job Success Skills	10%
Final Exam	25%		

Job Success Skills

Job success skills are demonstrated through regular attendance and punctuality, timely completion of work, maintaining a high standard of work, an ability to work both independently and collaboratively, and being present and attentive while in class. Failure to demonstrate any of these skills will result in a loss of job success skills marks each occurrence.

Social networking and cell phone use during class time is not an example of successful job skills and will result in a loss of marks in this area each occurrence.

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 can not be made for whatever reason, **arrangements must be made before the original deadline** and a new deadline will be arranged for this exception only.

Returning Assignments

Each assignment will be returned in class one time only. If you are not present when assignments are returned you must pick them up on your own time in C209. Any unclaimed assignments will receive a grade of 0% at the end of the semester.

Department of Office Administration

Policy on Cell Phones and Other Personal Electronic Devices

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.

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.

Grades will be assigned on the Letter Grading System.

**Office Administration
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

Course Schedule/Timeline:

Week	Topic	Required Reading	Assignment
Jan 4 – 8	Course Introduction Course Outline Vista	-Course Outline -Handouts	In class assignment Vista Assignment Due Jan. 12.
11 – 15	Vista Outlook	-Handouts	In class assignment Outlook Assignment Due Jan. 19.
18 – 22	Outlook Word Section 1	-Text book p. 33-70	Knowledge Check p.63 Assessment 2, 3 & 4 p.66 – 67 Challenge 1 p.68 Assignments due Jan. 25
25 – 29	Word Section 2	-Textbook p. 71-104	Knowledge Check p 95 Assessment 1, 2 & 4 p.99-10 Challenge 2 p.102 Assignments due Feb. 1
Feb 1 – 5	Word Section 3	-Textbook p. 105-145	Assessment 1, 2 & 4 p.139-141 Challenge 1, 3 p.142-145 Assignments due Feb. 8
8 – 12	Word Section 4	-Textbook p. 147-194	Review 1, 2 & 3 p.181-184 Assessment 1p.187-188 Challenge 1p.192 Assignments due Feb. 16
15 – 19	Family Day No Class on Monday Word Exam on Feb. 17 & Feb. 18		Word Exam on Feb. 17 & Feb. 18 This exam will be a production and theory based exam. It will cover two class periods.
22 – 26	Excel Section 1	-Textbook p. 195-231	Knowledge Check p. 225 Assessment 1 & 2 p.227-228 Challenge 1 p.230 Assignments due Mar. 1
Mar 1 – 5	Excel Section 2	-Textbook p. 233-268	Assessment 2 & 3 p.264-266 Challenge 2 p.267-268 Assignments due Mar. 15
8 – 12	Winter Break No Classes All Week		

Week	Topic	Required Reading	Assignment
15 – 19	Excel Section 3	-Textbook p. 269-307	Assessment 1, 2, 3 & 5 p.301-304 Challenge 2 p.306-307 Assignments due Mar. 22
22 – 26	Excel Review Excel Exam on March 24 Integrating Word/Excel		Excel Exam on March 24 This exam will be a production exam
Mar 29 – Apr 2	Introduction to Databasing		
5 – 9	Introduction to Databasing	-Handouts	In class Assignments
12 - 16	Introduction to Databasing Final Exam Review		

Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services. See page 48-49 of the college calendar for plagiarism, cheating and penalties.