



**School of Health Wellness and Career Studies
Office Administration Department**

COURSE OUTLINE – Fall 2014

OA 1365 3(0-0-5)

INTRODUCTION TO SOFTWARE APPLICATIONS

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Office Hours Tuesday-Thursday
10:00 – 11:30 or by
appointment

Prerequisite(s)/co requisite(s):

None

Required Text/Resource Materials:

Microsoft Office 2013 "Benchmark Series" Nita Rutkosky, EMC Paradigm Publishing
Department of Office Administration Production Exercise Booklet
Department of Office Administration OA Formatting Guide –

1 Flash Drive
8 file folders

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 email, Windows XP, and computer terminology. In addition, students will prepare business documents that are related to the Medical office.

Credit/Contact Hours:

3 credits – 75 hours

Delivery Mode(s):

This course will take place in a computer lab setting where each student will work independently at an assigned workstation. Lectures will occur at the beginning of each week and will cover the weekly topics as outlined in the course timeline.

Objectives:

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

- 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.

Grading Criteria:

Daily attendance is essential!!! There is a direct correlation between attendance and marks. Most concepts are covered in class time, however not all assignments can be completed in class time. Students are responsible for completing assignments outside of class time when necessary. More than 3 missed classes may result in a recommendation of debarred from exams. If you are ill, please call your instructor and have a classmate inform you of the work covered that day

| | |
|-------------------|-----|
| Word Assignments | 10% |
| Word Exam | 15% |
| Excel Assignments | 10% |

| | |
|--------------------|-----|
| Excel Exam | 15% |
| Access Assignments | 10% |
| Access Exam | 10% |
| Final Project | 20% |
| Job Success Skills | 10% |

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

Grades will be assigned on the Letter Grading System.

**Office Admin 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 |

PLAGIARISM:

The penalty for plagiarism is SEVERE. It can consist of EXPULSION from the institution or receiving a grade of ZERO on a course. DON'T do it!!!

Department of Office Administration
Policy on Cell Phones and Social Media Applications

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. 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.

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.

Office Administration Final Exam Conflict Policy

Page 41 of the college calendar under Student Academic Regulations states that "Where students make plans that might interfere with their ability to attend a scheduled examination, the College is not obliged to provide an alternate examination time".

However, under extraordinary circumstances where a student has a time conflict, that cannot be easily changed, with the final exam an accommodation may be requested. Your request for an exam accommodation will be considered by the Exam Conflict Committee, comprised of Office Administration faculty, if the following conditions have been met:

1. The student must be passing the course at the time of the request.
2. The request must be made no later than one week after the final exam schedule has been posted.
3. The request must be submitted in writing to the chair of the department.

Further documentation may be required.