

Department of Business and Office Adminstration

COURSE OUTLINE - Winter 2016

OA1365 (A3, VC): Introduction to Software Application - 3 (0-0-4.5) 67.5 Hours

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OFFICE HOURS: 1130 – 1300 MWF Appointments Welcome

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

PREREQUISITE(S)/COREQUISITE:

None

REQUIRED TEXT/RESOURCE MATERIALS:

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

1 Flash Drive 8 file folders

DELIVERY MODE(S):

Lecture/Lab

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 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.

TRANSFERABILITY:

This course is non university transfer

EVALUATIONS:

Daily attendance is essential!!! . More than 3 missed classes may result in a recommendation of debarred from exams.

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

GRADING CRITERIA: (The following criteria may be changed to suite the particular course/instructor)

Alpha Grade	4-point	Percentage	Alpha Grade	4-point	Percentage
	Equivalent	Guidelines		Equivalent	Guidelines
A+	4.0	90-100	C+	2.3	67-69
A	4.0	85-89	С	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
В	3.0	73-76	D	1.0	50-54
В-	2.7	70-72	F	0.0	00-49

STUDENT RESPONSIBILITIES:

To read, understand and comply with GPRC academic policies.

**Note: all Academic and Administrative policies are available at

https://www.gprc.ab.ca/about/administration/policies/

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 www.gprc.ab.ca/about/administration/policies/**

**Note: all Academic and Administrative policies are available on the same page.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Activity	Resources	Assignments
1	Course Outline	Getting Started in Windows	
	Introduction Windows Introduction	Chapter 6	Project 1A,1B,1C,1D,1E,1F,1G1H,2A,2B,2C,2D,2E,2F,2G,
2	Preparing Documents Formatting Characters and Paragraphs	Chapter 1- Word 2013	Projects 1A,1B,2A,2B,3A,3B,4A,4B,5,6A,6B Skills Check
	Customizing Paragraphs	Chapter 2	Projects 1A,1B,1C,1D,2A,2B,2C,3A,3B,3C,3D,3E,3F,4A,4B Visual Benchmark Skills Check
		Chapter 3	Projects 1A,1B,1C,1D,1E,2A,2B,3A,3B,3C,3D,4A,4B,5,6 Visual Benchmark Skills Check
3	Formatting Pages	Chapter 4- Word 2013	Projects 1A,1B,2A,2B,3A,3B,3C,4A,4B,4C,5A,5B,6A,6B,6C,6D Visual Benchmark Skills Check
	Applying Formatting	Chapter 5	Letters 1-4 Projects 1A,1B,1C,1D,1E,1F,1G,1H,2A,2B,2C,3A,3B,4A,4B,4C,5A,5B, Visual Benchmark Skills Check
4	Creating Tables and Charts	Chapter 7- Word 2013	Projects 1A,1B,1C,1D,1E,1F,1G,1H,1I,2A,2B,2C,2D,2E,3A,3B,4A,4B,5 Visual Benchmark Skills Check
5	Merging Documents	Chapter 8- Word 2010	Projects 1A,1B,1C,2,3,4,5,6,7,8 Visual Benchmark Skills Check
6	Merging Documents WORD MODULE EXAM	CHAPTER 1-8	Letters 5-10
7	Spring Break	-	
8	Prepare an Excel Worksheet	Chapter 1- Excel 2013	Projects 1A,1B,1C,2A,2B,2C,3A,3B,4A,4B, Visual Benchmark Skills Check
	Inserting Formulas in a Worksheet	Chapter 2	Projects 1A,1B,1C,1D,2A,2B,2C,2D,3A,3B,3C,3D, Visual Benchmark Skills Check

	Formatting an Excel Worksheet	Chapter 3	Projects 1A,1B,1C,1D,1E,1F,1G,2,3A,3B,4A,4B,4C,4D,4E,4F, Visual Benchmark Skills Check
	Enhancing a Worksheet	Chapter 4	Projects 1A,1B,1C,1D,1E,1F,1G,1H,1I,1J,1K,1L,2A,2B,2C,3A,3B,3C,3D, Visual Benchmark Skills Check
10	Moving Data within and between Workbooks	Chapter 5	Projects 1A,1B,1C,1D,1E,1F,1G,2A,3A,3B,3C Visual Benchmark Skills Check
11	Creating Charts in Excel	Chapter 7	Projects 1A,1B,1C,2A,2B,3A,3B,4 Visual Benchmark Skills Check
		Review Chapters 1-	
	EXCEL MODULE TEST	7 EXCEL 2013	
12	Creating Database Tables	Chapter 1- Access 2013	Projects 1,2A,2B,2C,2D,2E,2F,2G, Visual Benchmark Skills Check
	Creating Relationship between Tables	Chapter 2	Projects 1A,1B,1C,1D,2A,2B, Visual Benchmark Skills Check
13	Performing Queries	Chapter 3	Projects 1A,1B,1C,1D,1E,1F,1G,1H, Visual Benchmark Skills Check
14	Creating and Modifying Tables in Design View	Chapter 4	Projects 1A,1B,1C,1D,1E,1F,1G,1H, Visual Benchmark Skills Check
	ACCESS MODULE TEST FRIDAY, December 09	Chapters 1- 4 ACCESS 2010	
15	FINAL PROJECT		