

- 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:

- regular attendance and punctuality
- timely completion of work
- maintaining a high standard of work

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

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

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

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