

DEPARTMENT of BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Winter 2024

OA1375 (A3): Software Applications II – 3 (3-0-1.5) 67.5 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR: Janelle MacRae **PHONE:** 780-539-2215
OFFICE: C305 **E-MAIL:** jmacrae@nwpolytech.ca
Monday 12:30 PM – 2:00 PM and
OFFICE HOURS: Wednesday 11:30 AM to 1:00 PM – or by appointment

CALENDAR DESCRIPTION:

This course will familiarize students with the use and application of computers in daily office activities. Students will study intermediate level concepts and functions of software to meet changing industry needs.

PREREQUISITE:

OA1365

REQUIRED TEXT/RESOURCE MATERIALS:

Microsoft Office 365: Word, Excel, Access, PowerPoint by Rutkosky/Roggenkamp/Rutkosky, © Paradigm Publishing, LLC (textbook and ebook or just ebook) – **must come with Cirrus Training and Assessment account**

DELIVERY MODE:

The class work will be comprised of lectures and experiential learning by doing.

LEARNING OUTCOMES:

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

- prepare, manage, and print documents using application software.
- perform a number of Word tasks, such as applying advanced formatting, proofing documents, inserting headers, footers and references, creating specialized tables, customizing objects and charts, and working with merging documents.
- Demonstrate advanced formatting, functions and formula techniques, working with tables and data features, and summarizing and consolidating data,
- create and manage presentations using tables, smartart graphics and photo albums, use slide masters and action buttons

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.alberta.ca>.

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS:

| | |
|--|-----|
| Excel, Word, and PowerPoint textbook and Cirrus assignments | 30% |
| Unit Exams: | |
| Word | 20% |
| Excel | 10% |
| PowerPoint | 10% |
| Final Exam, or Excel or PowerPoint Microsoft Specialist Certification | 30% |

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit IF your grade is less than C-.

| Alpha Grade | 4-point Equivalent | Percentage Guidelines | Alpha Grade | 4-point Equivalent | Percentage Guidelines |
|-------------|--------------------|-----------------------|-------------|--------------------|-----------------------|
| A+ | 4.0 | 95-100 | C+ | 2.3 | 67-69 |
| A | 4.0 | 85-94 | 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 |

COURSE SCHEDULE/TENTATIVE TIMELINE:

| Week | Topic |
|------|---|
| 1 | Welcome, Course Intro/Overview, Textbooks Excel Ch 5 |
| 2 | Excel Ch 6 and 7 |
| 3 | Excel Ch 8 and Unit 2 Test |
| 4 | Word Level 2 Ch 1 and 2 |
| 5 | Word Level 2 Ch 3 and 4 |
| 6 | Word Level 2 Unit 1 Test |
| 7 | WINTER BREAK |
| 8 | Word Ch 5 and 6 |
| 9 | Word Ch 7 and 8 |
| 10 | Word Unit 2 Test review and test |
| 11 | PPT Ch 5 and 6 |
| 12 | PPT Ch 7 –no class on Friday – Good Friday |
| 13 | PPT Ch 8, prep for presentation project |
| 14 | PPT Presentations |
| 15 M | Final Exam Review |

STUDENT RESPONSIBILITIES:

Attendance: Students are expected to attend all scheduled lectures, arrive on time, and remain for the duration of the activities. Arriving late and leaving early is disruptive to the entire class. Frequent tardiness may be treated as an absence. **Students with absences in excess of 6 classes may be refused permission to participate in the final exam.**

Email: Email is the preferred option to communicate with your instructor. Email correspondence to your instructor must be sent from your NWP student email account. Emails should be professionally formatted and include a subject, correct spelling and grammar, and a reference to course material and/or textbook pages, etc. Emails that do not adhere to this format may not be responded to.

Testing And Exam Policies: All tests will be written as scheduled. No rewrites will be given. If there is an excusable absence, the weighting of the missed test will be added to the final exam weighting. If the absence is not excusable, a grade of 0% will be given.

Final examinations must be taken during the specified time period. Do not plan any activities during examination week.

Due Dates: Work must be submitted to MyClass and/or the instructor by the due date and time given. No lates will be accepted.

NWP Policies: Students must read, understand and comply with Northwestern Polytechnic academic policies.

**Note: all Academic and Administrative policies are available at [NWP Policies | Northwestern Polytechnic \(nwpolytech.ca\)](https://www.nwpolytech.ca/about/administration/policies/index.html)

Please click on the following link to read the student Rights and Responsibilities Policy:
<https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69>

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

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