

3. Software & Network Requirements

Please refer to the course management system myClass (D2L/Brightspace) for access to software resources for this course.

Please note that the following software apps and internet capacity are required to participate in online course content: see NWP requirements at <https://www.nwpolytech.ca/doc.php?d=TECHREQ>

There are specific technology requirements for this course. Please make sure you are aware of these minimum requirements.

The following system features are required on your computer to run MyLab IT. Click on the following link to see MyLab IT System Requirements: <https://mlm.pearson.com/northamerica/myitlab/system-requirements/index.html>

Please make sure you are aware of these minimum requirements.

DELIVERY MODE(S): Asynchronous (online)

This type of course will be delivered online through NWP's learning management system. There are no set class times and students attend remotely and asynchronously.

This is a paced online self-study course.

COURSE OBJECTIVES:

This course prepares students to work with the 2019 edition of Microsoft Office 365 in a career setting or for personal use. Using courseware that incorporates an accelerated, step-by-step, project-based approach, students develop an introductory-level competency in Word, Excel, Access, and PowerPoint, Power BI, and explore the essential features of Windows 10.

LEARNING OUTCOMES:

Upon successful completion of the course, students will be able to:

- Complete and demonstrate functions and tasks with word processing, spreadsheets, databases, and presentation software along with other software products.
- Create a business presentation using PowerPoint.
- Create Word documents that utilize proper business formatting.
- Create Excel spreadsheets and Access databases that can store and manipulate large amounts of data.
- Develop a basic understanding of Power BI. Students will be able to create data visualizations from multiple data sources and share insights based on that data.

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.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:

| Module | Activity | Weighting |
|--------------|--|-------------|
| Word | Exercises (10% Total) & Word Module Exam (10%) | 20% |
| Excel | Exercises (10% Total) & Excel Module Exam (10%) | 20% |
| Access | Exercises (10% Total) & Access Module Exam (10%) | 20% |
| PowerPoint | Exercises (5% Total) & PowerPoint Module Exam (5%) | 10% |
| Final Exam* | Comprehensive (All Modules) | 30% |
| Total | | 100% |

***In order to receive credit for BA1150, you must achieve 50 percent (50%) on the final examination, and a course composite grade of at least D (50%).**

You are strongly encouraged to complete all exercises, project(s), assignments, and exams. Students will receive a zero (0) for any missed exercises, projects, assignments, and exams.

ASSIGNMENT, QUIZ, TEST AND EXAM POLICIES:

- Assignments must be submitted by the due date. Late assignments will not be accepted. No extensions or re-writes will be granted. Any missed assignments will receive a grade of zero.
- All assignments must be completed in MyLab IT.
- Quizzes, tests and exams will be written as scheduled. Scheduling will take place for quizzes as the course progresses and you will be given ample, advanced notice of important dates.
- Unexcused absences during a test will earn a grade of zero.
- The final examination for this course must be taken online with use of MyLab IT.

GRADING CRITERIA:

Grades will be assigned on the Letter Grading System. 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 | 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 |

COURSE SCHEDULE/TENTATIVE TIMELINE:

| Module | Week Beginning | Chapter | Activity | Due Date |
|-------------------------|-------------------|---|-------------|----------|
| Module 1: Word | Week 1: May 1 | MS Office Intro: Taking the First Step | | May 6 |
| | | Word, Chapter 1: Organizing a Document | 3 exercises | |
| | Week 2: May 7 | Word, Chapter 2: Editing & Formatting | 3 exercises | May 13 |
| | | Word, Chapter 3 & 4: Working with Tables & Document Tracking | 3 exercises | |
| Word Module Exam | | | | |
| Module 2: Excel | Week 3: May 14 | Excel, Chapter 1: Creating & Formatting a worksheet | 5 exercises | May 20 |
| | | Excel, Chapter 2: Performing Quantitative Analysis | 3 exercises | |
| | Week 4: May 21 | Excel, Chapter 3: Depicting Data Visually | 3 exercises | May 27 |
| | | Excel, Chapter 4: Managing Large Volumes of Data | 4 exercises | |
| | | Excel Module Exam | | |
| Module 3: Access | Week 5: May 28 | Access, Chapter 1: Navigating an Access Database | 3 exercises | June 3 |
| | | Access, Chapter 2: Designing Databases & Extracting Information | 4 exercises | |
| | Week 6: June 4 | Access, Chapter 3: Performing Calculations & Summarizing Data | 3 exercises | June 10 |
| | | Access, Chapter 4: Simplifying Data entry & Producing Information | 2 exercises | |
| | | Access Module Exam | | |
| Module 4: PowerPoint | Week 7: June 11 | Power BI: Getting Started with Power BI | 3 modules | June 17 |
| | | PowerPoint, Chapter 1 & 2: Creating & Designing a Presentation | 5 Exercises | |
| | Week 8: June 18 | PowerPoint, Chapter 3 & 4: Smart Art, Tables & Charts, and Animations | 4 Exercises | June 24 |
| | | PowerPoint Module Exam | | |
| | June 24-30 | Final Exam Open for Completion | | June 30 |

STUDENT RESPONSIBILITIES:

Registered students are expected to abide by the rules and regulations of NWP. As students, rights apply to the Polytechnic in terms of what students are expected to know, expect and receive in all aspects of their period of study at NWP. The standards of student responsibilities apply to all students in terms of what they are expected to take responsibility for and how to conduct themselves during their period of study at NWP.

There are no exceptions to this policy. It is the student's responsibility to be fully acquainted with and adhere to NWP's policies, procedures or rules; see:

<https://www.nwpolytech.ca/about/administration/policies/>

<https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69>

Attendance

Students are expected to complete all activities, exercises, project(s), assignments, and exams

Time Management:

The expectation for this course is that students will read the chapter material and work through the recommended exercises. You should supplement your learning with the resources in MyLab IT.

Adopting and adhering to effective learning habits in this course will likely take up a great deal of time. You should plan your schedule according to the **Course Schedule/Tentative Timeline** section above.

Organization:

Course materials (course outline, schedule information, assignments, etc.) and announcements will be published in myClass, MyLab IT, and NWP Webmail. **Students are responsible for checking all three of these resources regularly: two to five times per week.**

EMAIL

Students may contact the instructor by NWP Webmail or by phone. Emails will be answered **within three business days, no emails will be answered before/after business hours.** Email correspondence to your instructor must be sent from your NWP student email account. Webmail should be professionally formatted with correct spelling and grammar. Webmail must include a subject line and reference to the course code and material(s) and/or textbook pages, etc.

COPYRIGHT

NWP respects Canadian and International laws and agreements with respect to the use of copyright materials. It is the responsibility of the individual using copyrighted materials to ensure said use is compliant with Canadian law, the Use of Copyright Materials Policy, and the Copyright Practices Guide for NWP instructors and Staff. See <https://www.nwpolytech.ca/about/administration/policies/index.html> and <https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=71> .

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 Northwestern Polytechnic

Calendar at <https://www.nwpolytech.ca/programs/calendar/> or the Student Rights and Responsibilities policy which can be found at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

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

ADDITIONAL INFORMATION:

Study Skills Hub

Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly.

The NWP Study Skills Hub will help you develop the skills you need to succeed in your program and cope with the demands of higher education. Click on the following link for free access:

<https://libguides.nwpolytech.ca/learningportal/studyskills>