DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION
COURSE OUTLINE – FALL 2019

OA 1365 (A2 & VC): Introduction to Software Applications– 3 (0-0-4.5) 67.5 Hours

Instructor	Janelle MacRae	**Phone**	780-539-2215
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Office Hours	Tuesdays and Thursdays, 1:00 to 3:00 PM or by appointment		

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 Outlook, Windows, and computer terminology

PREREQUISITE(S)/CO REQUISITE(S):

None

Required Text/Resource Materials:

- Department of Office Administration OA Formatting Guide
- Benchmark: Word 2016 Level 1 with Workbook (or EBook), EMC Paradigm Publishing
- Benchmark: Excel 2016 Level 1 with Workbook (or EBook), EMC Paradigm Publishing
- Benchmark: Access 2016 Level 1 with Workbook (or EBook), EMC Paradigm Publishing

Delivery Mode(s):

This course will take place in a computer lab setting. Lectures will occur at the beginning of each chapter and will demonstrate and explain the concepts covered. Classroom work time is provided.

Grading Criteria:

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

ASSIGNMENT	WEIGHTING
Word Assignments	10%
Word Quizzes	15%
Excel Assignments	10%
Excel Quizzes	15%
Access Assignments	7%
Access Quizzes	13%
COMPREHENSIVE FINAL EXAM	30%
	100%

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 Objectives

- 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.

Course Schedule/Tentative Timeline

Week	Topic	Chapters
1 Sept 4-6	Course Outline/Computer Basics/ Start Word/ Preparing a Word Document	Moodle and Word CH 1
2 Sept 9-13	Preparing a Word Document/ Formatting Characters and Paragraphs	Word CH 1 and 2
3 Sept 16-20	Customizing Paragraphs/ Formatting Pages	Word Ch 3 and 4

4 Sept 23 - 27	Word Unit 1 Review **Word Unit 1 QUIZ**	**Word CHs 1 thru 4**
5 Sept 30 – Oct 4	Business Letters and Memos	OA Formatting Guide
6 Oct 7 - 11	Applying Formatting and Inserting Objects/ Creating Mailing Labels/ Creating Tables and Smart Art	Word Ch 5 and part of Ch 6, Word Ch 7
7 Oct 14 - 18	**NO CLASS THANKSGIVING MONDAY** Merging Documents Word Unit 2 Review	Word Ch 8 Word Chs 5 - 8
8 Oct 21 - 25	Word Unit 2 Test Preparing an Excel Workbook	Excel Ch 1
9 Oct 28- Nov 1	Inserting Formulas and Formatting an Excel Worksheet	Excel Ch 2 and 3
10 Nov 4 - 8	Enhancing a Worksheet/ Moving Data within and between Workbooks/ Inserting Hyperlinks (from Chapter 6)/	Excel Ch 4 Excel CHs 5, 6 (*Just Project 4)*
11 Nov 12 - 15	**NOTE: Fall Break November 8 – 11 (no classes)** Creating Charts in Excel	Excel Ch 7
12 Nov 18 - 22	Excel Test Review **Excel Module QUIZ Part 1** **Excel Module QUIZ Part 2**	**Excel Chapters 1 – 7**
13 Nov 25 - 29	Managing and Creating Access Tables / Creating Relationships between Tables	Access CH 1 and 2

14 Dec 2 - 6	Performing Queries/ Creating and Modifying Tables in Design View Access Test Review	Access CH 3 and 4
15 Dec 9	**Access Module Test**	**Access Chapters 1 - 4**

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.

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

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

EXAM POLICIES

Word, Excel, and Access tests will be written as scheduled. No rewrites will be given. If there is an excusable absence, the weighting of the missed exam will be added to the final exam weighting. If the absence is not excusable, a grade of 0% will be given.

Final examinations will be scheduled by the registrar's office. Do not plan any activities during examination week.

In order to receive credit for Business Administration and Office Administration first year courses, you must achieve 50 percent on the final examination or final project, and a course composite grade of at least D (50%).