NORTHWESTERN POLYTECHNIC

DEPARTMENT of Business and Office Administration

COURSE OUTLINE – Winter 2024

OA1365 (EC): Software Applications I – 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:	Cara Leaf	**PHONE:**	780-539-2879
OFFICE:	C411	**E-MAIL:**	cleaf@nwpolytech.ca
OFFICE HOURS:	Tuesday & Thursdays 10:00 -11:30– or by appointment		

CALENDAR DESCRIPTION:
This course will familiarize students with the use and application of computers in daily office activities. Students will be introduced to concepts and functions of software to meet changing industry needs.

PREREQUISITE(S)/COREQUISITE:
N/A

REQUIRED TEXT/RESOURCE MATERIALS:
Microsoft Office 365:Word, Excel, Access, PowerPoint by Rutkosky/Roggenkamp/Rutkosky, ©
        Paradigm Publishing, LLC (textbook and ebook or just ebook)
Cirrus Training and Assessment account

DELIVERY MODE:
Online - This type of course will be offered online. There are no set class times and students attend remotely and asynchronously. This is a paced online course, meaning there are weekly requirements that must be met.

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 creating and managing documents, formatting text, customizing paragraphs and sections, creating tables and lists, applying headers, footers and references, and inserting and formatting objects and charts.
- demonstrate the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions and creating charts and objects.
- create and manage presentations, insert and format shapes and slides, create slide content, apply transitions and animations and manage multiple presentations.

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:

Exercises	5 %
Chapter Quizzes & Exams	10 %
Unit Exams:	
Word	25%
Excel	15%
PowerPoint	15%
Final Exam	30%

✶**NOTE: MICROSOFT OFFICE SPECIALIST (MOS) CERTIFICATION**. With the completion of Word Level 1, students may wish to take the MOS certification in place of the Word course unit exam. All Word course work must be completed in order to qualify to take the MOS Certificate. There is a cost component to the MOS Test. All tests can be booked with the Northwestern Polytechnic Testing Centre and payment is due prior to writing the exam. MOS exams are 50 minutes in length and students will receive a MOS Certificate from Microsoft, which is a globally recognized certification.

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 Math Review/Start Excel Ch 1
2	Excel Ch 1 and 2
3	Excel Ch 3 and 4
4	Excel Unit 1 test
5	Word Ch 1 and 2
6	Word Ch 3 and 4
7	Reading Week
8	Business Letters and Memos
9	Word Ch 5 and 6
10	Word Ch 7 and 8
11	Word Unit Tests
12	PPT Ch 1 and 2
13	PPT Ch 3 and 4
14	Presentations Unit Test
15	Final to be completed during exam week between April 17-19

STUDENT RESPONSIBILITIES:

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)](nwpolytech.ca)

ASSESSMENT & TESTING POLICIES
All tests will be written as scheduled. No rewrites will be given.
DUE DATES: Work must be submitted to MyClass and Cirrus by the due date and time given. No lates will be accepted.

EMAIL CORRESPONDENCE:

*All email correspondence must be sent from your Northwestern Polytechnic student email account and must be professionally formatted (i.e., subject line filled in, proper greeting, spelling, and grammar check, etc.).

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.

TECHNOLOGY REQUIREMENTS:

You will need access to Office 365 for this course. NWP offers students Office 365 software for free while you are a student. To access it, follow these instructions:
- Open your preferred web browser, go to https://portal.office.com
- Log in
- Click Install Office > Office 365 Apps

Once the software has downloaded and installed (how quickly this happens depends on your computer and your network connection, it is a large file so it can take quite some time), open Word, Excel, or PowerPoint and enter your [student ID number]@nwpolytech.ca and your MyClass password when prompted to activate the software.

If you already have Office 365 installed on your computer, you can go to Accounts under the File tab and sign in with your NWP student email and password to activate the license if necessary.

SOFTWARE & NETWORK REQUIREMENTS

Please see doc.php (nwpolytech.ca) for minimum device requirements