



Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE – WINTER 2006

OA 1365 3 (0-0-5)

Introduction to Software Applications

Instructor Kelly Coulter

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Office M 1:30 – 2:30

Hours T-R 8:30 – 10:00

Prerequisite(s)/co requisite(s):

None

Required Text/Resource Materials:

Microsoft Office 2003 "Specialist" Nita Rutkosky, EMC Paradigm Publishing

OA 1365 Working Papers - Department of Administrative Technology.

OA Formatting Guide – Department of Administrative Technology.

10 floppy disks and labels

4 file folders

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 email, Windows XP, and computer terminology. In addition, students will prepare business documents that are related to the Medical office.

Credit/Contact Hours:

3 credits – 75 hours

Delivery Mode(s):

This course will take place in a computer lab setting where each student will work independently at an assigned workstation. Lectures will occur at the beginning of each week and will cover the weekly topics as outlined in the course timeline.

Objectives:

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.
- Design and create informational and motivational slides using presentation software and images that contain hyperlinks, tables, clip art, and animation.

Grading Criteria:

Daily attendance is essential!!! There is a direct correlation between attendance and marks. Most concepts are covered in class time, however not all assignments can be completed in class time. Students are responsible for completing assignments outside of class time when necessary. More than 3 missed classes may result in a recommendation of debarred from exams. If you are ill, please call your instructor and have a classmate inform you of the work covered that day

| | |
|--------------------------------|-----|
| Windows & File Management Quiz | 5% |
| Word Assignments | 10% |
| Word Exam | 15% |
| Excel Assignments | 10% |
| Excel Exam | 15% |
| Access Assignments | 10% |
| Access Exam | 15% |
| PowerPoint Project | 10% |
| Job Success Skills | 10% |

the student will demonstrate job success skills through:

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

Grades will be assigned on the Letter Grading System.

Administrative Technology Department

Grading Conversion Chart

| Alpha Grade | 4-point Equivalent | Percentage Guidelines | Designation |
|----------------------|---------------------------|------------------------------|-----------------------------|
| A⁺ | 4 | 90 – 100 | EXCELLENT |
| A | 4 | 85 – 89 | |
| A⁻ | 3.7 | 80 – 84 | FIRST CLASS STANDING |
| B⁺ | 3.3 | 76 – 79 | |
| B | 3 | 73 – 75 | GOOD |
| B⁻ | 2.7 | 70 – 72 | |
| C⁺ | 2.3 | 67 – 69 | SATISFACTORY |
| C | 2 | 64 – 66 | |
| C⁻ | 1.7 | 60 – 63 | |
| D⁺ | 1.3 | 55 – 59 | MINIMAL PASS |
| D | 1 | 50 – 54 | |
| F | 0 | 0 – 49 | FAIL |

PLAGIARISM:

The penalty for plagiarism is SEVERE. It can consist of EXPULSION from the institution or receiving a grade of ZERO on a course. DON'T do it!!!