



Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE – WINTER 2008

OA 1365 Introduction to Software Applications 3 (0-0-5)

Instructor Garth Finlay

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Office Tuesday, Thursday 2:30 – 4:00

Hours Or By Appointment

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

Rutkosky, Nita Microsoft Office 2007 Marquee Series, EMC Paradigm Publishing Inc.

Department of Administration Technology Formatting Guide

Supplies:

1 USB drive

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, and PowerPoint. This course also introduces the student to Outlook, Windows Vista and computer terminology.

Notes: Not for credit in Administrative Technology

Credit/Contact Hours:

3 credits/ 75 contact hours

Delivery Mode(s):

Lab/Lecture

This course takes place in a computer lab setting where each student works independently at an assigned workstation. Lectures will occur at the beginning of each topic and will cover the material as indicated in the course outline.

Objectives:

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

- ◆ Use Windows Vista to manage and manipulate files and apply electronic file management concepts.
- ◆ 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 predesigned 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.
- ◆ Design and create informational and motivational slides using presentation software and images that contain hyperlinks, tables, clip art, and animation.
- ◆ Use basic e-mail and e-mail software functions.

Grading Criteria:

Daily attendance is essential. Although most concepts are covered in class time, not all assignments can be completed in class time. Students are responsible for completing assignments outside of class time whenever necessary. If you are ill, you are expected to call or e-mail me and have a classmate inform you of the work covered that day. More than 3 missed classes may result in recommendation of "Debarred From Exam." (See college calendar, p.40)

Grading Criteria:

Windows Vista Assignment	5%
Word Marquee Challenges	5%
Word Quiz	20%
Excel Marquee Challenges	5%
Excel Quiz	20%
Word/Excel Assignment	5%
Outlook Assignment	10%
PowerPoint Presentation	20%
File Management	10%

Late Assignments

Labs/cases, and assignments will not be accepted late unless prior arrangement has been made with your instructor. It is your responsibility as a student to keep track of deadlines and hand projects in on time. If a deadline can not be made for whatever reason, **arrangements must be made before the deadline** and a new deadline will be arranged for this exception only (medical and/or other documentation may be asked to be provided).

Department of Administrative Technology

Policy on Cell Phones and Other Personal Electronic Devices

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. Instructors have the right to have strict individual policies related to cell phones in order to provide and maintain a classroom environment that is conducive to learning and the respect of others.

Cell phones, PDA's and pagers must be turned off and placed out of sight in classrooms and computer labs during instructional time. Devices can only be turned on and set to silent mode with the expressed consent of individual instructors. Sending or receiving text messages or gaming on a cell phone during class is not acceptable. In addition, cell phones and other personal electronic devices incorporating cameras must be turned off and out of sight in any area in which individuals have reasonable expectations of privacy. This includes classrooms and computer labs.

Some instructors may have penalties for violations. If cell phones, pagers, calculators, recorders, digital cameras, PDA's MP3 players or other personal electronic devices are used inappropriately for the purposes of cheating or academic dishonesty, then students who do so will be penalized appropriately under the Academic Honesty policy of Grande Prairie Regional College. 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

Course Schedule/Timeline:

Day	Activity	Required Reading	Assignment
January 4	Course introduction Course Outline Computer Terminology		
7	Vista	WV 1 – 14	
9	Vista	WV 14 – 46	Review 2, 3, 4, 5 (p.42 – 43) Skills Assessment 1 (p.45)
11	Vista/PowerPoint	PP 1 – 32	Vista Review and Assessment due
14	Word	W 1 – 32	
16	Word		Skills Assessments 1 & 2 (p.28) Marquee Challenge 2 (p.30)
18	Word	W 33-64	
21	Word		Skills Assessments 1 & 3 (p.60 – 61) Marquee Challenge 2 (p.62)
23	Word	W 65 - 96	
25	Word		Skills Assessments 2 & 3 (p.92 – 93) Marquee Challenge 1 (p.93)
28	Word	W 97 - 136	
30	Word		Skills Assessments 1, 2 & 3 (p.128 – 129) Marquee Challenge 1 (p.131)
February 1	Word Review		Marquee Challenges due
4	Word Quiz		
6	Excel	E 1 – 32	
8	No Class		
11	Excel		Skills Assessments 1, 2 & 3 (p.29 – 30) Marquee Challenge 2 (p. 32)
13	Excel	E 33 – 64	
15	Excel		Skills Assessments 1, 2 & 3 (p.61 – 62) Marquee Challenge 1 (p.63)
25	Excel	E 65 – 96	

27	Excel		Skills Assessments 1, 2, 3 & 4 (p.92 – 94) Marquee Challenge 2 (p.96)
29	No Class		
March 3	Excel	E 97 – 128	
March 5	Excel		Skills Assessments 2, 3 & 4 (p.124 – 126) Marquee Challenge 1 (p.127)
7	Excel Review		Marquee Challenges due
10	Excel Quiz		
12	Excel/Word	IP Word and Excel 129 – 144	Skills Review 1, 2 & 3
14	Excel/Word		Skills Review due
17	Outlook		In Class Assignment
19	Outlook		
21	Good Friday	No Classes	
24	Outlook		
26	Outlook		
28	Outlook		Outlook Assignment due
31	PowerPoint		Skills Assessment 1 (p.29)
April 2	PowerPoint	PP 33 – 64	
4	PowerPoint		Skills Assessment 1 (p.61)
7	PowerPoint	PP 65 – 96	Skills Assessment 2 (p.92)
9	PowerPoint		PowerPoint Presentation
11	PowerPoint		PowerPoint Presentation due

Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services. See pages 44-55 of the college calendar for plagiarism, cheating and penalties.