Grande Prairie Regional College

Department of Office Administration

COURSE OUTLINE – WINTER 2009

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

Instructor	Garth Finlay	**Phone**	539-2988
Office	C209	**E-mail**	gfinlay@gprc.ab.ca
Office Hours	Mon. 10:00 - 12:00 Tue. & Thur. 9:00 – 9:50 Or by Appointment		

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

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

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 Outlook. This course also introduces the student to 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 a 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.
- ♦ Use basic e-mail and e-mail software functions.

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 cannot be made for whatever reason, **arrangements must be made before the deadline** and a new deadline will be arranged for this exception only (medical or other documentation may be asked to be provided).

Grading Criteria:

Windows Vista Assignment	5%
Word Marquee Challenges	5%
Word Quiz	25%
Excel Marquee Challenges	5%
Excel Quiz	25%
Word/Excel Assignment	5%
Outlook Assignment	10%
Final Exam	20%

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Department of Office Administration
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 7	Course Introduction Course Outline Computer Terminology		
9	Vista	WV 1 – 14	
12	Vista	WV 14 - 46	Review 2, 3, 4, 5 (p.42 – 43) Skills Assessment 1 (p.45)
14	Word	W 1 – 32	**Vista Review and Assessment due**
16	Word		Skills Assessments 1 & 2 (p.28) Marquee Challenge 2 (p.30)
19	Word		
21	Word	W 33-64	**Section 1 Assessment and Challenges due**
23	Classes Cancelled		Skills Assessments 1 & 3 (p.60 – 61) Marquee Challenge 2 (p.62)
26	Word		
28	Word	W 65 - 96	**Section 2 Assessment and Challenges due**
30	Word		Skills Assessments 2 & 3 (p.92 – 93) Marquee Challenge 1 (p.93)
February 2	Word		
	Word	W 97 - 136	**Section 3 Assessment and Challenges due**
4	Word		Skills Assessments 1, 2 & 3 (p.128 – 129) Marquee Challenge 1 (p.131)
6	Word		
9	Word Review	W1 - 136	**Section 3 Assessment and Challenges due**
11	Word Exam		This exam will be a production and theory based exam and will cover two class periods.
13	Word Exam		

Day	Activity	Required Reading	Assignment
23	Excel	E 1 – 32	
25	Excel		Skills Assessments 1, 2 & 3 (p.29 – 30) Marquee Challenge 2 (p. 32)
27	Classes Cancelled		
March 2	Excel	E 33 – 64	**Section 1 Assessments and Challenge due**
4	Excel		Skills Assessments 1, 2 & 3 (p.61 – 62) Marquee Challenge 1 (p.63)
6	Excel		
9	Excel	E 65 – 96	**Section 2 Assessments and Challenge due**
11	Excel		Skills Assessments 1, 2, 3 &4 (p.92 – 94) Marquee Challenge 2 (p.96)
13	Excel		
23	Excel	E 97 – 128	**Section 3 Assessments and Challenge due**
25	Excel		Skills Assessments 2, 3 & 4 (p.124 – 126) Marquee Challenge 1 (p.127)
27	Excel		
30	Excel Review		**Section 4 Assessments and Challenge due**
April 1	Excel Exam		This exam will be a production and theory based exam.
3	Outlook		In Class Assignment
6	Outlook		
8	Outlook		
10	**Good Friday**		
13	Outlook		Outlook Assignment Due
The date for the final exam will be determined later in the semester.	**Final Exam**		

Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services. See page 49 of the college calendar for plagiarism, cheating and penalties.