GPRC

School of Health Wellness and Career Studies
Department of Business and Office Administration

COURSE OUTLINE – Fall 2015

OA 1365 3 (0-0-4.5) 67.5 hours

INTRODUCTION TO SOFTWARE APPLICATIONS

Instructor	Ray Savage	**Phone**	539-2712
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Office Hours	MTWR 1130 - 1300		

Prerequisite(s)/co requisite(s):

None

Required Text/Resource Materials:

Microsoft Office 2013 "Benchmark Series" Nita Rutkosky, EMC Paradigm Publishing
Department of Office Administration OA Formatting Guide –

> 1 Flash Drive
> 8 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 the Outlook, Windows, and computer terminology.

Credit/Contact Hours:

3 credits – 67.5 hours

Delivery Mode(s):

This course will take place in a computer lab setting. Lectures will occur at the beginning of each week and will cover the weekly topics.

Grading Criteria:

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

Word Assignments	10%
Word Exam	15%
Excel Assignments	10%
Excel Exam	15%
Access Assignments	10%
Access Exam	10%
Final Project	20%
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

Office Admin 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!!!

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 Objectives

The course will teach the following skills

- 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

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.

Week	Date	Activity	Resources	Assignments
1	7-Sep	Course Outline Course Introduction Windows Introduction	Getting Started in Windows Chapter 6	*Project 1A,1B,1C,1D,1E,1F,1G1H,2A,2B,2C,2D,2E,2F,2G,*
2	14-Sep	Preparing Documents Formatting Characters and Paragraphs Customizing Paragraphs	Chapter 1-Word 2013 Chapter 2 Chapter 3	*Projects 1A,1B,2A,2B,3A,3B,4A,4B,5,6A,6B* *Case Study Pt. 1,2,3 P.34* *Projects 1A,1B,1C,1D,2A,2B,2C,3A,3B,3C,3D,3E,3F,4A,4B* *Case Study Pt. 1,2,3, P.70* *Projects 1A,1B,1C,1D,1E,2A,2B,3A,3B,3C,3D,4A,4B,5,6* *Case Study 1,2,3,4*
3	21-Sep	Formatting Pages Applying Formatting	Chapter 4-Word 2013 Chapter 5	*Projects 1A,1B,2A,2B,3A,3B,3C,4A,4B,4C,5A,5B,6A,6B,6C,6D* *Case Study1,2,3* *Letters 1-4* *Projects 1A,1B,1C,1D,1E,1F,1G,1H,2A,2B,2C,3A,3B,4A,4B,4C,5A,5B,* *Case Study1,2,3,4*
4	28-Sep	Creating Tables and Charts	Chapter 7-Word 2013	*Projects 1A,1B,1C,1D,1E,1F,1G,1H,1I,2A,2B,2C,2D,2E,3A,3B,4A,4B,5* *Case Study1,2,3,4,5*
5	5-Oct	Merging Documents	Chapter 8-Word 2010	*Projects 1A,1B,1C,2,3,4,5,6,7,8* *Case Study 1,2,3*
6		Merging Documents	**Review**	*Letters 5-10*
7		**WORD MODULE EXAM**	**CHAPTER 1-8**	
8	19-Oct	Prepare an Excel Worksheet Inserting Formulas in a Worksheet	Chapter 1-Excel 2013 Chapter 2	*Projects 1A,1B,1C,2A,2B,2C,3A,3B,4A,4B,* *Case Study 1,2,3,4* *Projects 1A,1B,1C,1D,2A,2B,2C,2D,3A,3B,3C,3D,* *Case Study 1,2,3,4*

9	26-Oct	Formatting an Excel Worksheet	Chapter 3	*Projects 1A,1B,1C,1D,1E,1F,1G,2,3A,3B,4A,4B,4C,4D,4E,4F,* *Case Study 1,2,3,4*
		Enhancing a Worksheet	Chapter 4	*Projects 1A,1B,1C,1D,1E,1F,1G,1H,1I,1J,1K,1L,2A,2B,2C,3A,3B,3C,3D,* *Case Study1,2,3*
10	2-Nov	Moving Data within and between Workbooks	Chapter 5	*Projects 1A,1B,1C,1D,1E,1F,1G,2A,3A,3B,3C* *Case Study 1,2,3,4*
11	9-Nov	Creating Charts in Excel	Chapter 7 **Review**	*Projects 1A,1B,1C,2A,2B,3A,3B,4* *Case Study1,2,3,4,5*
		EXCEL MODULE TEST	**Chapters 1-7 EXCEL 2013**	
12	16-Nov	Creating Database Tables	Chapter 1-Access 2013	*Projects 1,2A,2B,2C,2D,2E,2F,2G,* *Case Study 1,2,3,4*
		Creating Relationship between Tables	Chapter 2	*Projects 1A,1B,1C,1D,2A,2B,* *Case Study 1,2,3,*
13	23-Nov	Performing Queries	Chapter 3	*Projects 1A,1B,1C,1D,1E,1F,1G,1H,*
14	30-Nov	Creating and Modifying Tables in Design View	Chapter 4	Projects 1A,1B,1C,1D,1E,1F,1G,1H,
		ACCESS MODULE TEST FRIDAY, December 09	**Chapters 1-4 ACCESS 2010**	
15	7-Dec	FINAL PROJECT		