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INSTRUCTOR:	Dan Wong, B. Sc. Eng	**PHONE:**	780-518-5136 (cell)
OFFICE:		**E-MAIL:**	dwong@gprc.ab.ca
OFFICE HOURS:	By Appointment		

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS:
Grauer, Exploring Microsoft Office 2010 Volume 1, 1st edition: Prentice Hall, 2011

CALENDAR DESCRIPTION:
This course is a practical introduction to the software applications most commonly used in business. Students will develop a basic working knowledge of a desktop operating system and a suite of business software applications that will include file management, word processing, spreadsheet, presentation and database management.

CREDIT/CONTACT HOURS: 5 (3-2-0) UT

DELIVERY MODE(S):

Lecture:	11:30-12:50 T	A313
Lecture:	11:30-12:50 R	A313
Lab:	14:30-16:20 F	A313

COURSE OBJECTIVES:

1. Computer Concepts:
   - o Understanding computer terminology and knowing the specifications when buying a computer.
   - o Understanding the Windows environment: opening and saving files.
   - o File management.

2. Microsoft Word:
   - o Creating and editing documents.
   - o Setting margins and specifying page orientations, inserting page breaks, adding page numbers, inserting headers and footers, creating sections, inserting cover pages, using find and replace, checking spelling and grammar, print options, customizing Word.
   - o Applying font attributes, highlighting text, controlling word wrapping, copying formats using format painter, tabs and borders, columns, creating table of contents.
   - o Inserting and formatting tables, sorting and applying formulas to table data, inserting clipart and images to documents, inserting wordart and symbols.
   - o Inserting comments in a document, tracking changes in a document, viewing documents side by side, mail merges.

3. Microsoft Excel:
   - o Workbook and worksheet management
   - o Formatting
   - o Formulas and functions
   - o Charts and tables

4. Microsoft Access:
   - o Filters and sorts
   - o Relational databases
   - o Table design, properties, views and wizards
   - o Queries
   - o Expression builder and functions
   - o Forms and reports

5. Microsoft PowerPoint:
   - o Presentation creation and development
   - o Utilizing templates
   - o Inserting shapes, smartart, wordart, clipart
   - o Inserting picture, video and audio

TRANSFERABILITY:

> University of Lethbridge *
> Athabasca University *
> Augustana Faculty, University of Alberta
> Concordia University College C
> Other (transfers in combination with other courses or to other institutions)

* An asterisk (*) beside any transfer institution indicates important transfer information. Consult the Alberta Transfer Guide
** 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.

GRADING CRITERIA:

Business Administration and Commerce Department			
Grading Conversion Chart			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A+	4.0	90 - 100	EXCELLENT
A	4.0	85 - 89	
A-	3.7	80 - 84	FIRST CLASS STANDING
B+	3.3	76 - 79	
B	3.0	73 - 75	GOOD
B-	2.7	70 - 72	
C+	2.3	67 - 69	

STUDENT RESPONSIBILITIES:

1. Students will be expected to attend class on a regular basis. Any student having more than six (6) inexcusable absences may not be allowed to write the final exam.
2. Excusable absences must be requested prior to the missing class, except for the case of an unforeseen emergency.
3. All assignments must be submitted using the software taught in this course unless otherwise noted.
4. Although students are encouraged to assist each other, all assignments must be individually done. In the past, there has been some problems with students working in collaboration with each other and then submitting identical solutions.

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the Student Conduct section of the College Admission Guide at http://www.gprc.ab.ca/programs/calendar/ or the college Policy on Student Misconduct: Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies/