

**CU176**  
**MS Office Computer Applications**  
**3 Credits**

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## CU176 Version: 2



# MS Office Computer Applications

## Calendar Description

This course covers computer applications in an office setting through a comprehensive case project utilizing the following: Access, PowerPoint, Outlook, Publisher, Foxit PDF Creator and Accounting Software (Sage Accounting). Students learn hands-on skills needed to create and use database management software in an office environment.

## Rationale

This is a required course for the Administrative Professional program.

Along with word processors and spreadsheets, database managers and graphics programs have become very common software in the modern business office. Organizing and managing information is fundamental to both personal and on-the-job work, and as such, it is one of the most important skill areas a student can learn. This course is designed to provide the student with the hands-on skills required to operate the most commonly available software as well as to use the common terminology and conventions used in Outlook, Access, PowerPoint and Publisher. As there are many advantages to sharing information between applications, students learn to integrate data from Microsoft Office Suite programs.

## Prerequisites

[AC141](#), [CU151](#), and [CU152](#)

## Co-Requisites

None

## Course Learning Outcomes

Upon successful completion of this course, students will be able to

1. use the terminology and conventions common to database management.
2. demonstrate the practical skills required to create, edit, and query tables and forms, using database management software.
3. construct, revise, and print reports from tables and queries.

4. construct an entirely new database from the planning stage and then extract information from that database through queries and reports.
5. create a presentation using correct techniques.
6. modify and format existing presentations.
7. add graphics and other effects to enhance a presentation.
8. compose, send and respond to e-mail messages, including attachments.
9. schedule meetings and appointments and maintain monthly calendars.
10. manage contact information and coordinate the data with e-mail and scheduling functions.
11. customize the program tools to meet individual information management needs.
12. create new desktop publishing documents as well as from pre-designed templates.
13. modify and format existing projects.
14. add graphics, tables, autoshapes, colour and other formatting techniques to enhance documents.
15. work efficiently with multiple application programs, use the Windows taskbar, and access the Microsoft Office Help facility.
16. perform some common integration tasks using Outlook, Foxit PDF Creator, PowerPoint, and Access.
17. record, summarize and analyze accounting information in a computerized system.
18. integrate Microsoft Office and Accounting Software by working through a real-world example.

## **Resource Materials**

### ***Required Text(s):***

Students require access to the e-text version of the following title:

Freund, S., Hoisington, C., Last, M., Pratt, P., Sebok, S., & Vermaat, M. (2017). Shelly Cashman  
*Series Microsoft Office 365*. Boston: Cengage Learning. ISBN -10: 1-305-87001-8.

Students are also required to have access to SAM (Skills Assessment Manager).

Notes are provided for the Computerized Accounting unit.

## **Conduct of Course**

This course is delivered in the computer lab with emphasis on hands-on student involvement in all activities. Lecture, instructor demonstration, hands-on exploration, and individual assistance are used to deliver the course content. White boards, handouts, Smartboard, and D2L may be used for instruction purposes.

## Assignments

Some graded assignments are for the purpose of teaching students to use particular database management or presentation software as well as Outlook and Publisher. Other assignments require students to integrate the MS Office Suite. Students learn to proofread their own work, take pride in work well done, and turn work in at scheduled times to develop their time management skills.

**Note:** Students are required to complete all graded assignments. Each assignment that is not completed receives a grade of 0 percent. **No late assignments are accepted unless prior arrangements have been made with the instructor.**

If students wish to schedule a meeting with their instructor, they should make arrangements after class or via email.

## Evaluation Procedures

This course is broken into five major sections: (1) database management software, (2) presentation and desktop publishing software, (3) information management software, (4) accounting software and (5) integration of an office suite. The final mark is an aggregate of the section grades.

### Database Management Software Section:

Assignments	15%
Chapter Projects	35%
Final Projects	50%
Total	100%

### Presentation and Desktop Publishing Software Section:

Chapter Projects	40%
Final Project	60%
Total	100%

### Information Software Section:

Chapter Assignments	25%
Final Project	75%
Total	100%

**Computerized Accounting Section:**

Assignments	40%
Final Project	60%
Total	100%

**Integration Section:**

Assignments	100%
Total	100%

**The final grade is then calculated as follows:**

Database Management Software Component	15%
Presentation and Desktop Publishing Software Component	20%
Information Management Component	15%
Computerized Accounting Component	20%
Integration of Office Suite and Accounting Software Component	30%
	100%

**Final Projects**

Students are required to complete all final projects in order to receive a grade for this course. In the integration segment of the course, students use PowerPoint, Outlook, Publisher, Access, Foxit PDF and Sage Accounting applications in an integrated case study.

**Grade Equivalents and Course Pass Requirements**

*A minimum grade of D (50%) (1.00) is required to pass this course.*

Letter	F	D	D+	C-	C	C+	B-	B	B+	A-	A	A+
Percent Range	0-49	50-52	53-56	57-59	60-64	65-69	70-74	75-79	80-84	85-89	90-94	95-100
Points	0.00	1.00	1.30	1.70	2.00	2.30	2.70	3.00	3.30	3.70	4.00	4.00

**Students must maintain a cumulative grade of C (GPA - Grade Point Average of 2.00) in order to qualify to graduate.**

## **Attendance**

Regular attendance is essential for success in any course. Absence for any reason does not relieve a student of the responsibility of completing course work and assignments to the satisfaction of the instructor. Poor attendance may result in the termination of a student from a course(s).

If you do not meet the established attendance requirements, your instructor will recommend that the Registrar withdraw you from the course. A failing grade of RW (Required to Withdraw) will appear on your transcript.

In cases of repeated absences due to illness, the student may be requested to submit a medical certificate.

Instructors have the authority to require attendance at classes.

## **Course Units/Topics**

### **Database Management Software Segment:**

1. Maintaining Data in Access Tables
2. Creating Tables and Relationships
3. Creating Queries, Forms, and Reports
4. Summarizing Data and Calculating in Forms and Records

### **PowerPoint and Desktop Publishing Segment:**

1. Preparing and editing a Presentation
2. Creating and customizing a Publication
3. Creating and editing a PDF document

### **Computerized Accounting Segment:**

1. Recording Accounting Information in a computerized accounting system
  - a. Creating bookkeeping records
  - b. Classifying accounting records in the relevant books of original entry
  - c. Summarizing and analyzing accounting information in a computerized system
  - d. Retrieving accounting information from a computerized system

**Outlook Segment:**

1. Communicating With E-mail
2. Managing and Archiving Email Messages
2. Using Calendar for Scheduling
3. Managing Contacts
4. Creating Tasks and Notes
5. Customizing and Integrating Outlook Components

**Integration Segment:**

1. Sage Accounting Integration
2. Foxit PDF Integration
3. PowerPoint Integration
4. Access Integration
5. Publisher Integration
6. Outlook Integration



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