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Course Name

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Code No.

## **I. COURSE DESCRIPTION:**

Students will work with the Windows 95 operating system to effectively and efficiently perform computer related office tasks.

## **II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the student will demonstrate the ability to:

1. Apply the knowledge of microcomputer hardware and operating system software concepts to the office environment.

### Potential Elements of the Performance:

- Define graphical user interface (GUI), compare GUI to older software interfaces, and explain how GUI simplifies software applications
- In order to become an efficient office worker, identify at least three ways in which the interface among Windows programs is consistent
- Describe what an operating system does
- Explain the general functions of the three categories of software: system, application, and utilities
- Explain the two most important features made possible by the taskbar
- Identify at least three Windows accessories applications and briefly describe the capabilities of each
- Name the three standard icons that appear on Windows' operating desktop and explain the meaning of each icon
- Define multitasking and explain how using this procedure makes the officer worker more efficient and effective
- Define Plug and Play and explain its importance in the office environment
- Describe the main features of Explorer and Control Panel
- Use a mouse to pull down menus, select icons, and issue commands
- Open, move, resize, minimize, maximize, and restore windows
- Utilize the Windows Help system

*This module will constitute 25% of the course grade.*

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2. View, manage, and use files in a manner that allows for efficient and effective file storage and retrieval.

Potential Elements of the Performance:

- Start My Computer, explain its purpose and function, and run applications from My Computer
- Format and label disks
- Create folders and subfolders to assist with the file management process
- Copy and move files from one folder to another
- Recognize and distinguish between different file icons
- Create, use, and delete Windows' shortcuts
- Use Windows' disk management tools
- Start Explorer, explain its purpose and function, and exit Explorer
- Expand and collapse the folder list in the Tree pane
- Select and deselect folders and files
- Control file displays
- Search a folder or a disk and use wildcard characters
- Run applications from Explorer
- Explain the purpose and function of Briefcase, especially for business people who work in different locations or who take work home

*This module will constitute 25% of the course grade.*

3. Demonstrate proficiency using Accessories – software applications which are often used in the office/home computer environments

Potential Elements of the Performance:

- Explain the purpose and value of using the Windows accessories that serve as Personal Information Managers (PIMs)
- List and describe all of the Windows accessories
- Create appropriate office-style documents, edit, save, and print a Notepad document
- Insert, delete, replace, copy, cut, move, and paste text in a Notepad document and use the appropriate proofreading skills
- Enhance Notepad documents by using bold, italics, and underlining
- Use the Calculator to perform basic arithmetic computations
- Be aware of the Phone Dialer to access phone and modem services for Windows applications

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- Explain the purpose of Windows Paint, name its primary tools, and describe how to use each Paint tool
- Create, save, retrieve, and print Paint files which include office newsletters, posters, letterhead, advertisements, notices, fliers, or other documents
- Modify graphics, add text to a graphic, and use the fat-bit editor to edit graphic files

*This module will constitute 25% of the course grade.*

4. Configure a computer using the advanced features of Windows 95

Potential Elements of the Performance:

- Explain how to use the Windows Control Panel, describe the Control Panel icons, and explain the general purpose of each of them
- Adjust system settings to assist individuals with difficulties in visions, hearing, or dexterity
- Depending on network privileges; students may change the desktop pattern, desktop wallpaper, customize desktops, screen save, colour scheme, keyboard response rate, regional settings, and reset the computer's date and time settings
- Configure printers and change the default printer
- Manage data formats found in the Clipboard
- Transfer data between two Windows-based applications using the Clipboard
- Transfer data between documents by object linking and embedding (OLE)

*This module will constitute 25% of the course grade.*

**III. TOPICS:**

1. Introduction to Windows 95
2. Exploring Windows 95
3. Using My Computer, Shortcuts, and Disk Management Tools
4. Using Explorer, the Run... Command, and My Briefcase
5. Using Windows' Personal Information Managers
6. WordPad
7. Paint
8. The Control Panel
9. Sharing Data Using the Clipboard and OLE

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**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

A Practical Approach to Microsoft Windows 95 Complete Course, by Marly Bergerud and Donald Busche, published by South-Western Educational Publishing, 1997.

Three manila file folders letter size  
 Five 3 ½" high density disks  
 Three individual diskette pockets

**V. EVALUATION PROCESS/GRADING SYSTEM:**

Two tests: Students will be evaluated on their knowledge of Windows 95.  
 Two tests 50% each **100%**

The following semester grades will be assigned to students in post-secondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies &amp; Procedures Manual - Deferred Grades and Make-up</i> ).	

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NR                      Grade not reported to Registrar's office.  
This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.

## VI. SPECIAL NOTES:

### Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

### Plagiarism:

Students should refer to the definition of "academic dishonesty" in *Student Rights and Responsibilities*. Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

### Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post-secondary institutions.

### Course outline amendments:

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

Students are expected to be present to write all tests during regularly scheduled classes. In the event of a failed course grade, a supplementary test based on the semester's work will be administered to replace EITHER the lowest failed OR one missed test.

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Each student will be required to keep a file in a designated classroom. This will facilitate the return of assignments, grades, and any messages the Office Administration faculty needs to relay to the students.

A disk labeled with the student's name, professor's name, and the course name MUST be available with the assignment. At the professor's discretion, disks will be checked. Students are advised to maintain at least one backup of all files. A lost or damaged diskette will not be an acceptable reason for a late or incomplete assignment.

It is expected that 100 percent of classroom work be completed and submitted on time. A late assignment with an attached Extension form will be accepted if submitted within 72 hours of the due date and time. Twenty-five percent will be deducted from late/incomplete assignments automatically. Failure to follow this procedure will result in a zero grade for the assignment.

All work must be labeled with the student's name and the project information on each page. All work must be submitted in a labeled folder complete with a plastic disk pocket.

During testing, the program's on-line help may be available. Tests will not be "open book." Students must ensure that they have the appropriate tools to do the test (i.e. diskettes, pencil, pen, etc.).

Test papers will be returned to the student after grading in order to permit verification of the results and to review the tests. However, the student will be required to return all test papers to the professor who will keep them on file for one year.

Producing accurate work is fundamental to this course. Marks will be deducted for inaccuracies.

Regular attendance is expected so the professor can observe work and provide guidance as necessary.

**VII. PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advanced credit in the course should consult the instructor.

**VIII. DIRECT CREDIT TRANSFERS:**

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.