

# SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



Sault College

## COURSE OUTLINE

**COURSE TITLE:** OPERATING SYSTEM FUNDAMENTALS

**CODE NO. :** COM1140 **SEMESTER:** ONE

**PROGRAM:** OFFICE ADMINISTRATION  
COMPUTERIZED BUSINESS SYSTEMS

**AUTHOR:** SHELLEY BOUSHEAR

**DATE:** JUNE 2002 **PREVIOUS OUTLINE DATED:** 2001

**APPROVED:**

	_____ <b>DEAN</b>	_____ <b>DATE</b>
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**TOTAL CREDITS:** 3

**PREREQUISITE(S):** NONE

**HOURS/WEEK:** 6 hours/5 weeks

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## **I. COURSE DESCRIPTION:**

Students will work with the Windows 2000 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:

- Describe the general features of Windows 2000
- Identify parts of the window
- Open, move, resize, minimize, maximize, and restore windows
- Work with menus and menu elements; dialogue boxes; and manipulate multiple windows
- In order to become an efficient office worker, use the Help system's Contents, Index, Search, Favorite tabs, and the "What's This?" feature
- Explain how to use the Windows Control Panel
- Set keyboard accessibility, display accessibility, and mouse accessibility options

*This module will constitute 2% of the course grade.*

2. Configure a computer for use in an office setting by employing the customizing features of Windows 2000.

### Potential Elements of the Performance:

- Explain how to use the Windows Control Panel
- Set keyboard, display, and mouse accessibility options
- Customize the desktop by applying predefined background patterns, creating and adding new background patterns, removing background patterns, hanging desktop wallpaper, and using a bitmap file as desktop wallpaper
- Change display properties such as a screen saver and desktop colour schemes
- Customize the keyboard response rate; regional settings; date and time settings; mouse operations; and assign a sound to an event

- Work with printer settings in order to add and configure printers; connect a printer to a port; set the default printer; and remove a printer
- Work with fonts

*This module will constitute 12% of the course grade.*

3. 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 magnetically label disks
- Use Disk Cleanup to clear your disk of unnecessary files
- Run the Disk Defragmenter
- 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; and explain its purpose and function
- 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

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

4. 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; by editing, saving, and printing a Notepad document
- Insert, delete, replace, copy, cut, move, and paste text in a Notepad document and use the appropriate proofreading skills
- Use the Calculator to perform basic arithmetic computations
- Use the Calculator with other programs

- 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

*This module will constitute 20% of the course grade.*

5. Demonstrate proficiency using the advanced accessories features, which are often used in the home office environment.

Potential Elements of the Performance:

- Explain the purpose and value of using the Windows advanced accessories
- List and describe all of the advanced Windows accessories
- Insert, delete, and replace text in a Notepad document
- Copy and cut text using the Clipboard
- Search a Notepad document and use the time and date stamp feature
- Understand the Phone Dialer properties
- Edit and format WordPad documents
- Create, edit, and revise objects in WordPad
- Use the Character Map feature in a WordPad document
- Import graphic files into a Paint drawing
- Use the View Bitmap command to control the display of an imported graphic
- Define pixel and use pixel coordinates to manage objects on the screen

*This module will constitute 27% of the course grade.*

6. Describe the Multimedia or digital media combination of text, sound, video, animation, and graphics used to enhance business presentations.

Potential Elements of the Performance:

- Describe the hardware requirements for multimedia
- Play an audio CD; use sound tools and record a sound; and use volume control
- Create a Playlist
- Play a video file; embed or link a sound file into a document; link a media file to a document; and play a movie

*This module will constitute 6% of the course grade.*

7. Prepare compound documents by sharing data between and among documents.

Potential Elements of the Performance:

- Understand how the Clipboard stores data
- Display ClipBook Viewer; create a ClipBook page; as well as copy and paste a ClipBook page
- View Clipboard format options and save clipboard files
- Create a scrap
- Embed a new object; edit an embedded object; and embed an object as an icon
- Create a link; edit a linked document; and break or delete a link

*This module will constitute 8% of the course grade.*

**III. TOPICS:**

1. Getting Started
2. Control Panel
3. My Computer
4. Windows Explorer
5. Accessory Applications
6. Advanced Accessory Features
7. Multimedia Accessories
8. Data Sharing

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

Microsoft Windows 2000 Professional Comprehensive Course, by Marly Bergerud and Donald Busche, published by South-Western Educational Publishing, 2001.

Three manila file folders letter size  
Five 3 ½" high density disks  
Three individual diskette pockets  
Mouse pad  
Disk labels  
Carrying/storage case

## V. EVALUATION PROCESS/GRADING SYSTEM:

Students will be evaluated on their knowledge of Windows 2000:

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> ).	
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.

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 assignments automatically. Failure to follow this procedure will result in a zero grade for the assignment.

Marks will be deducted for incomplete work.

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.