

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON



COURSE OUTLINE

COURSE TITLE: Microsoft Office II

CODE NO.: EDP131

SEMESTER: II

PROGRAM: Business

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705-759-2554 #592

DATE: August 1999

PREVIOUS OUTLINE DATED: January 1999

APPROVED: _____

DEAN

DATE

TOTAL CREDITS: 3

PREREQUISITE(S): EDP126 or permission of the professor

LENGTH OF COURSE: 16 weeks **TOTAL CREDIT HOURS:** 48

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For additional information, please contact Joe Fruchter, School of Business & Hospitality, (705) 759-2554, Ext. 688.

COURSE NAME

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- I. COURSE DESCRIPTION:** This is an exciting new course developed for students in the Business program. The students will work in a hands-on environment learning advanced concepts in suite software. The introductory concepts of Word, Excel, and PowerPoint taught in EDP126 will be reviewed. The students will then continue to learn functions of the software that will help the graduate working in a small or medium-sized business enterprise. Word is a word-processing program used to develop communication documents such as: letters, reports, brochures, etc. In EDP131 word-processing software will include lessons in tables, outlines, desktop publishing, newsletter, and homepage design. Excel will continue with graphs and charts, list and data management, and consolidating data. PowerPoint is presentation software used in conjunction with projection equipment to create dynamic presentation and will include learning topics such as content formatting and animation. The course will conclude with work in Windows 95, which is an operating system used to manage hardware and utilised for file management.
- II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**
(Generic Skills Learning Outcomes placement on the course outline will be determined and communicated at a later date.)

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

- 1) Use spreadsheet software as a statistical-analysis tool in business.

Potential Elements of the Performance:

- use chart wizard to create and/or modify a chart
- enhance a chart by using arrows and text
- create data series for rows or columns
- create a compound document using a word-processing memo, a worksheet, and a chart
- describe how statistical charts can be misleading
- create, add, edit, and delete records in a list
- use the today function
- complete data sort functions
- use dsum, daverage, dmax, dmin, and dcount functions
- select and group multiple worksheets in order to enter common formulas and/or formats
- use copy and paste commands to use multiple worksheets

This learning outcome will constitute 30% of the course.

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- 2) Create professional business documents using advanced functions in Word 97.

Potential Elements of the Performance:

- create a bulleted or numbered list using the outline feature
- create and modify tables and insert it into a document
- create headers, footers, and apply page numbers
- create and update a table of contents
- design and implement a multicolumn document
- use the newsletter wizard
- create a homepage in Word
- insert hyperlinks in a webpage
- explain the use of <HTML> source codes in a web page

This learning outcome will constitute 30% of the course.

- 3) Use PowerPoint 97 to create business presentations.

Potential Elements of the Performance

- open, modify, print, and view an existing presentation
- work with all the view modes
- add, edit, and delete slides
- add clip art to a slide
- use timing feature
- present a slideshow
- spellcheck a presentation
- design a template
- add transitions, bullets, graphical objects
- enhance colours in a slideshow
- use autocontent wizard
- edit a graph in a presentation
- use WordArt, link Excel, create an organization chart in slides

This learning outcome will constitute 30% of the course.

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- 4) Demonstrate use of Windows 95 from an end-user perspective

Potential elements of the performance:

- create, change, and remove directories.
- adopt appropriate file naming conventions for file names and file extensions
- recognize files that would be ASCII text files, word processing files, executable files, batch files or system files upon examination of the file extension
- recognize various file types
- copy files and move files
- list files
- switch drives
- rename files
- delete files and directories
- use on-line help

This learning outcome will constitute 10% of the course.

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III. TOPICS:

- 1) Excel 97
- 2) Word 97
- 3) PowerPoint 97
- 4) Windows 95

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Exploring Microsoft Office 97 Professional, Robert T. Grauer and Maryann Barber, Prentice Hall, Canada. Volume I (from semester one, EDP126)

Exploring Microsoft Office 97 Professional, Robert T. Grauer and Maryann Barber, Prentice Hall, Canada. Volume I (from semester one, EDP126)

(Textbooks are required by each student enrolled in this class and will be utilized to the fullest extent)

Three – 3 ½” high density diskettes

V. EVALUATION PROCESS/GRADING SYSTEM

The following semester grades will be assigned to students in postsecondary 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 – limited to situations with extenuating circumstances giving a	

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NR student additional time to complete the requirements for a course (see Policies & Procedures Manual – Deferred Grades and Make-up).
 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.

Summary of Marking Scheme

Test #1	25%
Test #2	25%
Test #3	25%
Assignments	25%

A 10% bonus will be give to any student who has perfect attendance and has been punctual for all classes.

Missed Tests

If a student is not able to write a test because of illness, or legitimate emergency, that student **must** contact the professor **prior** to the test and provide an explanation, which is acceptable to the professor. In cases where the student has not contacted the professor, the professor will use their discretion to decide what action should be taken. **THERE WILL BE NO REWRITES OF TESTS. LATE ASSIGNMENTS WILL NOT BE ACCEPTED.**

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VI. SPECIAL NOTES:

- **Special Needs**
If you are a student with special needs (eg. physical limitations, visual impairments, hearing impairments, learning disabilities), you are encouraged to discuss required accommodations with the instructor and/or contact the Special Needs Office, Room E1204, Ext. 493, 717, 491 so that support services can be arranged for you.
- **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 Modification**
The instructor reserves the right to modify the course as deemed necessary to meet the needs of students.
- **Disclaimer for Meeting the Needs of the Learners**
The professor reserves the right to modify the course as deemed necessary to meet the needs of students.
- **Substitute Course Information is available at the Registrar's Office.**
- **Attendance**
Attendance is critical to the participant's success in this course.
- **Academic Dishonesty**
Students should refer to the definition of "academic dishonesty" in the "Statement of Student Rights and Responsibilities." Students who engage in "academic dishonesty" will receive an automatic failure for the submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor.

VII. PRIOR LEARNING ASSESSMENT

Students who wish to apply for advanced credit in the course should consult their co-ordinator.

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VIII. TENTATIVE SCHEDULE

Week of	Topic	Chapter	Page #'s	Volume
Jan 10	Introduction & Review	Excel	Hand-outs	
Jan 17	Excel	1	133-186	I
Jan 24	Excel	1	1-52	II
Jan 31	Excel	2	57-92	II
Feb 7	Test #1			
Feb 14	Word 97	1	1-54	II
Feb 21	Word 97	2	55-90	II
Feb 28	Word 97	3	91-131	II
Mar 7	Word 97	2	Continued	II
Mar 7	Test #2			
Mar 14	March Break			
Mar 21	PowerPoint	1	1-48	I
Mar 28	PowerPoint	2	49-58	I
Apr 4	Windows 95		Hand-outs	
Apr 11	Windows 95		Hand-outs	
Apr 18	Test #3			
Apr 25	Return Grades			