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

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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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 95/98, 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 2000.

        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 2000 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 2000
2) Word 2000
3) PowerPoint 2000
4) Windows 95/98

IV.   REQUIRED RESOURCES/TEXTS/MATERIALS:

Exploring Microsoft Office 2000 Professional , Robert T. Grauer and Maryann Barber, Prentice Hall, Canada. Volume I (from semester one, EDP126)

Exploring Microsoft Office 2000 Professional , Robert T. Grauer and Maryann Barber, Prentice Hall, Canada. Volume II

(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:

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

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.

Summary of Marking Scheme

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

Submitting Assigned Work:

All assignments, projects, questions, etc. must be submitted to the professor at the beginning of class on the due date. Once the class starts, any assignment, etc. which has not been submitted will be considered late. If no class is scheduled on the due date, students are required to deliver the assignments, etc. to the professor's office, by the deadline time. Assignments, etc. may be submitted in advance; normally assignments, etc. will not be accepted after the stated deadline. If a student wishes consideration for a late submission, he/she must make this request in a formal typed letter, (hard copy) providing an explanation. If the assignment is accepted late, a penalty will be assessed. Assignments, etc. will not be accepted late once those which have been submitted on time have been graded and returned to students.

It is the student's responsibility to ensure that the professor gets his/her completed assignment, etc.

Missed Tests/Exam:

If a student is not able to write a test/exam as scheduled, for medical reasons or some other emergency, that student is asked to contact the professor **prior** to the test/exam and provide an explanation which is acceptable to the professor. (Medical certificates

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or other appropriate proof **may** be required.) Following the student's return to the college, he/she must request, in writing, to write a makeup for the missed test/exam. This request will be in proper letter form (typed), hard copy, (no e-mail) and must outline the reasons for requesting special consideration. Making such a request does not guarantee that the student will receive permission to make up for the missed test/exam. Such requests must be made within one week of the student's return to the college.

The professor will consider the request, and if permission is granted, the test/exam will be given at the end of the semester, or at some other time at the professor's convenience. This will allow time for the student to prepare for the test without missing important work and to provide time for the professor to prepare a new test.

In considering the request, the professor will take a number of factors into consideration. These will include, but not limited to, the student's attendance and participation in class, completion of other tests, quizzes, and assignments as scheduled and the professor's judgment as to the student's potential success.

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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 7	Introduction & Review	Excel	Hand-outs	
Jan 14	Excel	1	133-186	I
Jan 21	Excel	1	1-52	II
Jan 28	Excel	2	57-92	II
Feb 4	**Test #1**			
Feb 18	Word	1	1-54	II
Feb 25	Word	2	55-90	II
Feb 28	Word	3	91-131	II
Mar 4	**Test #2**			
Mar 11	March Break			
Mar 18	PowerPoint	1	1-48	I
Mar 25	PowerPoint	2	49-58	I
Apr 1	Windows 95/98		Hand-outs	
Apr 8	**Test #3**			
Apr 15	**Return Grades**			