

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

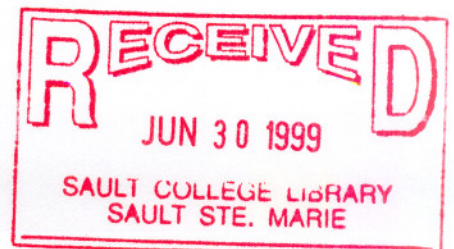
SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: COMPUTER APPLICATIONS
COURSE NO.: COM210
PROGRAM: OFFICE ADMINISTRATION EXECUTIVE
SEMESTER: THREE
AUTHOR: SHELLEY BOUSHEAR
DATE: MAY 1998
PREVIOUS OUTLINE DATED: SEPTEMBER 1997

APPROVED: *Joseph C. Penella* *May '98*
Dean, School of Business, Date
Hospitality & Computer Studies

TOTAL CREDITS: 4
PREREQUISITES: WPC120
LENGTH OF COURSE: 3 HOURS/WEEK FOR 15 WEEKS
1 UNSUPERVISED HOUR PER WEEK
TOTAL CREDIT HOURS: 45 HOURS



COMPUTER APPLICATIONS
COURSE NAME

COM210
COURSE CODE

- I. COURSE DESCRIPTION:** This course is designed to develop the students' ability in three areas of study. The first area will be to focus on the fundamental features of Windows. The second area will provide the students with instruction in advanced word processing applications. The third area will provide the student with instruction in creating spreadsheets.

Sault College uses the operating system Windows 95, and the licensed application software packages Microsoft Word 97 (word processing package) and Microsoft Excel 97 (spreadsheet package).

II. LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE:

A. Learning Outcomes

1. Demonstrate proficiency in using Windows 95 to enable the user to easily communicate with and control the computer.
2. Produce professional-looking and proofread documents such as announcements, letters, resumes, and reports within a specified time frame using an up-to-date word processing package. (The recommended package is Microsoft Word 97.)
3. Produce spreadsheets by organizing data, completing calculations, making decisions, graphing data, and developing professional looking reports. (The recommended package is Microsoft Excel 97.)

B. Learning Outcomes with Elements of Performance

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

1. Demonstrate proficiency in using Windows 95 to enable the user to easily communicate with and control the computer.

Potential Elements of the Performance for the Windows Module:

- communicate with Microsoft Windows 95 with the keyboard and keyboard shortcuts
- create and modify a document by starting an application program
- use Windows Help
- shut down Windows 95
- create and name a document and graphics on the desktop

COMPUTER APPLICATIONS
COURSE NAME

COM210
COURSE CODE

- store, modify, and print documents in a folder on the desktop
- modify the desktop working environment
- manage open windows
- copy, move, and delete files from Windows
- utilize Windows 95 Explorer to copy, move, rename, and delete files as well as folders
- customize using properties of objects
- find files or folders
- use the run command
- customize the keyboard, the mouse, for disabilities, the date, and the time
- add and control hardware and programs
- locate and use Quick View
- use the >send to= command
- implement the Recycle Bin
- use My Briefcase
- open a document using >the documents= command
- restore the desktop to its original configuration

This learning outcome will constitute 20% of the course's grade.

2. Produce professional-looking and proofread documents such as announcements, letters, resumes, and reports within a specified time frame using an up-to-date word processing package. (The recommended package is Microsoft Word 97.)

Potential Elements of the Performance for the Word Processing Module:

- start Word and recognize the Word screen
- change default font size
- enter text, save, and print a document
- format paragraphs and characters in a document
- insert a picture from the Web into a Word document
- quit Word
- use Word=s Resume Wizard to create a resume, then personalize the resume
- check spelling
- work with multiple open documents
- change margins and adjust line spacing
- use a header to number pages
- create an alphabetical works cited page
- proofread and revise the research paper
- save a Word document as a Web page

COMPUTER APPLICATIONS
COURSE NAME

COM210
COURSE CODE

- use Word=s Web Page Wizard to create a web page
- personal the Web page with hyperlinks
- create a title page
- insert an existing document into an open document
- set and use tabs
- create a table using the Draw Table method
- add finishing touches to the document
- create company letterhead
- identify and create the main document and create the data source
- merge the documents and print the letters
- address and print mailing labels and envelopes

This learning outcome will constitute 45% of the course's grade.

3. Produce spreadsheets by organizing data, completing calculations, making decisions, graphing data, and developing professional looking reports. (The recommended package is Microsoft Excel 97.)

Potential Elements of the Performance for the Spreadsheet Module:

- explore the Excel window and the worksheet window
- select a cell, enter text, enter numbers, and calculate a sum
- use the fill handle to copy a cell to adjacent cells
- format the worksheet and use AutoFormat to format the body of a worksheet
- use the name box to select a cell
- create a 3-D column chart to the worksheet, and draw a 3-D pyramid chart
- save and print a worksheet
- quit Excel
- enter the titles and numbers into the worksheet along with formulas
- use the AVERAGE, MAX, and MIN functions
- enter the percentage gain/loss formula
- apply formats to the worksheet such as fonts, centre, colours, and outline borders
- apply formats to the column titles, data, and total lines
- change the widths of columns and heights of rows
- change the sheet names, rearrange the order of the sheets, and print selected sheets
- display and print the formulas in the worksheet
- get external data from a Web source using a Web Query
- rotate text and use the fill handle
- copy a cell=s format using the format painter button

COMPUTER APPLICATIONS
COURSE NAME

COM210
COURSE CODE

- copy a range of cells to a nonadjacent paste area
- enter numbers with a format symbol
- freeze worksheet titles
- display the system date
- figure absolute versus relative addresses
- make decisions by using the IF function
- display the drawing toolbar
- predict what-if analysis
- utilize goal seeking
- open a Word document and an Excel workbook and link the two
- edit, print and save the Word document with the linked worksheet
- create and format the template and workbook, and specify the uses of templates
- create a workbook from a template
- add comments, header, and margins to a workbook
- create and view a Web page from an Excel worksheet
- enter the loan amount formula using natural language
- use a data table to analyze worksheet data
- create a macro to automate loan data entry and record a macro
- utilize goal seeking to determine the down payment for a specific monthly payment
- add a hyperlink to the worksheet
- use Scenario Manager to analyze data
- protect the worksheet

This learning outcome will constitute 35% of the course's grade.

III. TOPICS TO BE COVERED

1. Fundamentals of Using Windows 95
2. Working on and Modifying the Windows 95 Desktop
3. File, Document, and Folder Management; Windows 95 Explorer
4. Customizing your Computer Using Control Panel
5. Advanced File and Document Management and Briefcase
6. Creating and Editing a Word Document
7. Using Word=s Wizards and Templates to Create a Cover Letter and Resume
8. Creating a Research Paper with a Table
9. Creating Web Pages (Integration Feature)
10. Creating a Document with a Title Page and Tables
11. Generating Form Letters, Mailing Labels and Envelopes
12. Creating an Excel Worksheet and Embedded Chart

COMPUTER APPLICATIONS
COURSE NAME

COM210
COURSE CODE

13. Formulas, Formatting, Charts, and Web Queries
14. What-If Analysis and Working with Large Worksheets
15. Excel Worksheet to a Word Document (Integration Feature)
16. Creating Templates, Workbooks with Multiple Worksheets, and Web Pages
17. Data Tables, Visual Basic for Applications, Hyperlinks, and Scenario Manager

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Shelly, Cashman, Vermaat, Microsoft Windows 95 (Six Projects) Course Technology, 1997 (available in Campus Shop).

Shelly, Cashman, Vermaat, Microsoft Word 97, (Six Projects) Course Technology, 1998 (available in Campus Shop).

Shelly, Cashman, Vermaat, Microsoft Excel 97, (Six Projects) Course Technology, 1998 (available in Campus Shop).

Three, 3 1/2" high density disks (available in Campus Shop).

Three diskette holders (available in Campus Shop).

Three manilla file folders - letter size (available in Campus Shop).

V. EVALUATION PROCESS/GRADING SYSTEM:

1. Tests:

One test will be administered in Windows 95 (15%)

One test will be administered in Word 97 (40%)

One test will be administered in Excel 97 (30%)

Tests will not be open book. All tests will be retained by the professor.

2. Projects:

Five projects will be completed in Windows 95 (5%)

Five projects will be completed in Word 97 plus Integration (5%)

Five projects will be completed in Excel 97 plus Integration (5%)

It is expected that 100 percent of classroom work be complete. Assignments must be submitted on the due date. If you are unable to do so, an Extension form must be attached to a late

COMPUTER APPLICATIONS
COURSE NAME

COM210
COURSE CODE

assignment. If an assignment is late, 10 percent will be deducted automatically. The maximum extension is three calendar days. Failure to follow this procedure will result in a zero grade for the assignment.

In the event of extenuating circumstances (i.e. death in the family, acute illness) where the extension could not be anticipated and which does not allow you to submit the assignment on the due date, an extension will be granted if the student contacts the professor within a reasonable time period. Appropriate documentation may be requested by the professor to validate the extenuating circumstances.

Students are expected to be present to write all tests with the class. If a student is unable write a test because of illness or a legitimate emergency, that student must contact the professor prior to the end of the test and provide an explanation which is acceptable to the professor (medical certificate or other appropriate proof may be required). The student will then be able to write the test and receive the grade he/she achieves. In cases where the student has contacted the professor and where the reason is not classified as an emergency, i.e. slept in, forgot, etc., a penalty of 15% will be deducted from the test grade. In cases where the student has not contacted the professor, the student will receive a mark of A0" on that test. Voice mail is available at any time of the day or night so a message can be left at the college. There will be no rewrites on the tests. In order to pass this course, students must successfully pass a minimum of two of the three tests and complete the projects.

Summary of Marking Scheme:

1.	Microsoft Windows 95	20%
2.	Microsoft Word 97	45%
3.	Microsoft Excel 97	<u>35%</u>
		100%

Tentative Schedule:

The following is provided as a reasonable guide to the time spent on each of the major areas in this course.

Microsoft Windows 95	9 hours including the test
Microsoft Word 7	20 hours including the test
Microsoft Excel 5 for Windows	16 hours including the test

Grade/Numerical Equivalencies:

A+	Consistently outstanding	(90% - 100%)
A	Outstanding achievement	(80% - 89%)
B	Consistently above average achievement	(70% - 79%)
C	Satisfactory or acceptable achievement	(60% - 69%)
R	Repeat	(Less than 60%)

U Unsatisfactory given at midterm only

S Satisfactory given at midterm only

X A temporary grade, limited to situations with extenuating circumstances, giving a student additional time to complete course requirements.

VI. SPECIAL NOTES:

1. All students should be aware of the Special Needs Office in the College. If you have any special needs such as being visually impaired, hearing disabled, physically disabled, learning disabilities, you are encouraged to discuss required accommodations confidentially with the professor and/or contact the Special Needs Office, Room E1204, Ext. 493, 716, 544, or 668, so that support services can be arranged for you.
2. Your professor reserves the right to modify the course as is deemed necessary to meet the needs of the students.
3. It is the responsibility of the student to retain all course outlines for possible future use in gaining advanced standing at other post-secondary institutions.
4. 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 that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor.
5. 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.
6. No textbooks, papers, etc. will be allowed in the test room during a test.