

Sault College of Applied Arts & Technology

Sault Ste Marie, ON

Course Outline



Course Title: INTEGRATED OFFICE MANAGEMENT

Course No.: COM125

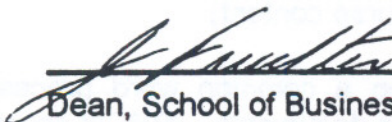
Program: NATIVE COMMUNITY WORKER

Semester: First (1)

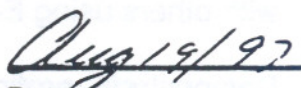
Author: LYNN DEE EASON

Date: September 1997

Approved:



Dean, School of Business, Hospitality
& Computer Studies



Date

Total Credits: 3

Prerequisites: NONE

Length of Course: 3 HOURS/WEEK FOR 17 WEEKS

I. COURSE DESCRIPTION:

This course is designed to provide the Native Community Worker student with the level of computer literacy needed to handle duties related to their employment. Students will become proficient with basic computer concepts, the Windows graphical interface, and word processing software applications (WordPerfect 6.1 for Windows). This software knowledge will be applied to the preparation of administrative paperwork such as general correspondence (letters and memos), reports, and meeting documentation (meeting notices, agendas, and minutes). A personal E-mail (Pegasus) account and an Internet browser (Netscape) will be introduced and used throughout the course to facilitate good communications between students and faculty and simulate the modern work environment.

Effective meeting planning is also a key element of the course involving practical group-work and attending community meetings. The importance of good time management and teamwork skills will be emphasized and developed throughout the course.

NOTE: Additional assignments may be given by the professor throughout the course to strengthen student skills.

II. LEARNING OUTCOMES:

- Apply the knowledge of microcomputer hardware and operating system software concepts to home/work situations. (5% of course content)
- Demonstrate proficiency in using an up-to-date operating system for microcomputers. (15% of course content)
- Access and operate the software required to browse the Internet and communicate with others using E-mail. (10% of course content)
- Demonstrate proficiency in operating a common word processing software package to prepare standard business documents. (50% of course content)
- Apply time management techniques to daily life. (5% of course content)
- Demonstrate proficiency in setting up a meeting, preparing the appropriate documentation, chairing a meeting, and working with groups. (25% of course content)

III. ELEMENTS OF PERFORMANCE:

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

- Apply the knowledge of microcomputer hardware and operating system software concepts to home/work situations. (5% of course content)
 - Describe the components of a computer and outline their functions.
 - Distinguish between system software and application software.
 - Function in the network environment at Sault College.

- Demonstrate proficiency in using an up-to-date operating system for microcomputers. (15% of course content)
 - Identify the elements of a window.
 - Perform the four basic mouse operations of pointing, clicking, double-clicking, and dragging.
 - Correct errors made with the mouse.
 - Understand the keyboard shortcut notation.
 - Use the menu commands and dialogue boxes.
 - Identify the applications that come with Microsoft Windows 3.11.
 - Open and close applications.
 - Open, scroll, resize, move, activate, tile, and close windows.
 - Arrange item and group icons in their respective windows.
 - Work with files including naming conventions, directory structures, and paths.
 - Create a subdirectory.
 - Change the current drive and current directory.
 - Rename or delete a file or directory.
 - Create a backup diskette.
 - Obtain online Help while using an application.

- Access and operate the software required to browse the Internet and communicate with others using E-mail. (10% of course content)
 - Open Netscape's Navigator 3 Internet browser.
 - Recognize and follow links.
 - Input known addresses to reach specific web pages.
 - Perform simple searches using a variety of search engines.
 - Print web pages.
 - Set up and manipulate bookmarks.
 - Open an E-mail program.
 - Configure the program to reflect personal information.

- Send messages to others on the same system and elsewhere.
 - View, store, sort, delete, or print incoming messages.
 - Reply to or forward incoming messages.
 - Store commonly used addresses.
- o Demonstrate proficiency in operating a common word processing software package to prepare standard business documents. (40% of course content)
- Change screen defaults and margins.
 - Use the online help system.
 - Work with multiple document windows.
 - Create, format, name, save, retrieve, edit, and print documents.
 - Type a standard business letter format with a basic letterhead.
 - Prepare a simple resume.
 - Use APA formatting standards to produce a research report.
 - Use the reveal codes feature to locate and delete text and codes.
 - Select text to emphasize or justify.
 - Change font face and size.
 - Delete, insert, overtype, and recover text.
 - Insert, move, and size clip art and horizontal lines.
 - Use the thesaurus and spellcheck features.
 - Move, copy, cut and paste, and search text.
 - Set line spacing.
 - Use tabs and indent features.
 - Create a bulleted or numbered list.
 - Set soft/hard page breaks.
 - Insert the date automatically.
 - Set up headers/footers.
 - Set up foot/end notes, citations, and a works-cited page.
 - Create and format a table.
 - Enter text and formulas into a table.
 - Select cells in a table to enhance, justify, or edit.
- o Apply time management techniques to daily life. (5% of course content)
- Identify typical time wasters and explain how to remove them from the daily routine.
 - List and discuss a minimum of ten techniques which will provide for more efficient use of time.
 - Use calendar and reminder systems.
 - Analyze and prioritize tasks.

- Cooperatively plan and negotiate team tasks and responsibilities.
- Negotiate, accept, and meet deadlines.
- o Demonstrate proficiency in setting up a meeting, preparing the appropriate documentation, chairing a meeting, and working with groups. (25% of course content)
 - Understand the dynamics of a meeting, when to call one, and who to invite.
 - Organize appropriate facilities, equipment, services, and supplies.
 - Prepare a notice of meeting.
 - Prepare an agenda.
 - Identify the three types of motions.
 - Prepare a resolution/motion.
 - Amend a resolution/motion.
 - Prepare minutes of an informal or formal meeting.
 - Participate in meetings
 - Take notes to record minutes.
 - Apply rules of order when chairing a meeting
 - Describe the main types of committees.

IV. REQUIRED STUDENT RESOURCES:

Select Lab Series: Computers in Context, Microcomputer Applications, and Netscape Published by Benjamin/Cummings as one package. ISBN# 0-201-34925-6

Meetings That Work. Published by SkillPath Publications. ISBN # 1-878542-82-6

Chairing a Meeting with Confidence. Published by Self Counsel Press. ISBN # 0-88908-992-2

At least three (3) 3.5" high density pre-formatted disks

A hard plastic disk case

3 File Folders

V. EVALUATION METHODS:

BREAKDOWN OF FINAL GRADE:

| | | | |
|-------------------|---|------------|-------|
| Computer Concepts | - | Test #1 | 5% |
| Windows | - | Test #2 | 10% |
| | | Assignment | 5% |
| Word Processing | - | Test #3 | 10% |
| | | Test #4 | 20% |
| | | Assignment | 10% |
| E-Mail/Browser | - | Assignment | 10% |
| Time Management | - | Assignment | 5% |
| Meetings | - | Assignment | 25% |
| | | | <hr/> |
| | | | 100% |

Mid-Term Reporting

- S Satisfactory Progress
- U Unsatisfactory Progress
- R Repeat (objectives have not been met)
- NR Grade not reported to Registrar's Office.

Final Grade Reporting

- A+ 90% - 100% Consistently Outstanding
- A 80% - 89% Outstanding Achievement
- B 70% - 79% Consistently Above Average
- C 60% - 69% Average
- R Below 60% Repeat - Objectives of this course have not been achieved and the course must be repeated.

Note: Seventy-five (75) percent attendance is required to receive a passing grade as per the requirements of the NCW program.

SPECIAL NOTES:

Students with special needs (e.g. physical limitations, visual impairments, hearing impairments, learning disabilities), are encouraged to discuss required accommodations with the professor and/or to contact the Special Needs Office, Room E1204, Ext. 493, 717, or 491 to arrange support services.

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.

There is no challenge exam in place for this course.

Assignments must be handed in on time to be eligible for full marks unless prior arrangements have been made with the professor. Late assignments may be reviewed by the professor but receive a mark no higher than C. Students are encouraged to keep backup copies of their disks as loss of/damage to disks will not be accepted as a reason for a late or incomplete assignment.

Students who engage in academic dishonesty as defined in the "Statement of Student Rights and Responsibilities" will receive a zero for that submission and/or such other penalty up to and including expulsion from the course as decided by the professor.

The professor reserves the right to modify the course as required.

