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Course Name

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Code No.**I. COURSE DESCRIPTION:**

This course is designed to develop the students' ability in three areas of study. In the first area, students will work with the Windows 95 operating system to effectively and efficiently perform computer-related office tasks. The second area will provide the students with instruction in advanced word processing applications and demonstrate its usefulness for business and, in particular, the field of office administration. The third area deals with one of the major microcomputer applications, the spreadsheet, at an advanced level. Its usefulness in office administration is confirmed.

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 THE 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 in an office setting.

Potential Elements of the Performance:

- Communicate with Microsoft Windows 95 with the keyboard and keyboard shortcuts
- Create and modify a document by starting an application program
- Use Windows Help
- Create and name a document and graphics on the desktop
- Store, modify, and print documents in a folder on the desktop
- Modify the desktop working environment (theory)
- 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

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- 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 office documents such as announcements, letters, resumes, and reports within a specified time frame using an up-to-date word processing package. All documents must be edited and proofread according to office standards. The recommended package is Microsoft Word 97.

Potential Elements of the Performance:

- 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
- 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

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- 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 for the office. (The recommended package is Microsoft Excel 97.)

Potential Elements of the Performance:

- 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
- 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

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- 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:

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
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

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#### 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 ½" high density disks (available in Campus Shop).

Three diskette holders (available in Campus Shop).

Three manila file folders – letter size (available in Campus Shop).

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Code No.**V. EVALUATION PROCESS/GRADING SYSTEM:****TESTS:**

One test will be administered in Windows 95	(15%)
One test will be administered in Word 97	(35%)
One test will be administered in Excel 97	(27%)

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

**PROJECTS:**

Five projects will be completed in Windows 95	(5%)
Five projects will be completed in Word 97 plus Integration	(10%)
Five projects will be completed in Excel 97 plus Integration	(8%)

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

**Summary of Marking Scheme:**

Microsoft Windows 95	20%
Microsoft Word 97	45%
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 97	20 hours including the test
Microsoft Excel 97	16 hours including the test

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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:

### 1. 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.

### 2. 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.

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3. 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.
4. Substitute course information is available in the Registrar's office.
5. 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. Talking with other students during the test will result in an automatic deduction of 5 marks per occasion.
6. 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 will be administered at the end of the semester to replace EITHER the lowest failed OR one missed test. The supplementary test is a comprehensive test drawing upon all of the material covered during the regular semester.
7. 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.
8. A disk labeled with the student's, professor's, 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.
9. 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 3 calendar days of the due date and time. Ten percent will be deducted from late assignments automatically. Failure to follow this procedure will result in a zero grade for the assignment.
10. 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.
11. 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 . . .).

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12. 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.

