

JAN 22 1998

GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION  
COURSE OUTLINE

F-97

OA 1140 INTRODUCTION TO WINDOWS SOFTWARE APPLICATIONS 1

**TEXTS:** Microsoft Excel 7 for Windows 95; Carol M. Cram, 1997. USA: Course Technology.

**PREREQUISITE:** None

**INSTRUCTOR:** Evans Forsyth      Room C415      539-2009  
Home      532-1031

**COURSE DESCRIPTION:** The course introduces MicroSoft Office Professional for Windows95 to cover the fundamentals of file management and Excel.

**COURSE OBJECTIVES:** During the first few weeks the emphasis will be on learning the essentials of Windows95; particularly familiarity with computer terminology, launching programs, and file management. This part of the course is designed to help inexperienced users become productive on computers—in the shortest possible time. (During the second semester a follow-up course will cover more advanced computer topics.)

The student shall be able to:

1. understand basic terminology
2. use the mouse effectively
3. use various Windows pull-down menus and other controls
4. launch programs
5. design and maintain directory structures
6. copy and delete
7. backup files

Following that, the Excel 5 spreadsheet will be covered in some depth. The emphasis will be on technical competence in designing full-featured worksheets and making them visually attractive.

The student shall be able to:

1. design easy-to-understand worksheets following standard practices
2. use various worksheet functions (particularly mathematical and financial)
3. create flexible worksheets with absolute and relative cell referencing
4. use worksheets to answer what if and goal seeking questions
5. link worksheets
6. use Excel database functions to assist in the analysis of data
7. enhance the appearance of worksheets
8. create charts that help the user understand worksheet results
9. print worksheets appropriately

|                 |                 |            |
|-----------------|-----------------|------------|
| <b>GRADING:</b> | Windows Quizzes | 25%        |
|                 | Excel Quizzes   | 25%        |
|                 | Final Project   | 25%        |
|                 | Final Exam      | <u>25%</u> |
|                 |                 | 100%       |

- Regular attendance is required.
- Learning is enhanced by participation in all instructional activities.
- Poor attendance, late arrivals or early departures decrease probability of success—and disrupt others' learning.
- If you are absent, you are still responsible for assignments being submitted on time. Telephone your study partner to for the work that was missed.

Study Partner's Name \_\_\_\_\_

Study Partner's Telephone \_\_\_\_\_

Assignments and tests missed will be recorded as zero. Make-up assignments and tests are at the discretion of the Instructor.

**COURSE OBJECTIVES: OA 1140**

| <b>Learning Outcome</b>                                                                                                                                                        | <b>Evidence for Employability Skill Portfolio</b>                                                                                  | <b>C=the Skill is Learned in Content<br/>P=the Skill is Practiced<br/>A=the Skill is Assessed</b> | <b>Assessment</b>                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| Select, apply, and adapt computer software tools such as word processing, spreadsheet, data base, accounting presentation, and desk-top publishing, to business related tasks. | Printouts of:<br><ul style="list-style-type: none"> <li>• chapter work,</li> <li>• assignments,</li> <li>• and quizzes.</li> </ul> | C<br>P<br>A                                                                                       | Grade will be assigned to each student based on accuracy of work |
| Transfer skills and knowledge of software, technology, and business systems from one situation to another.                                                                     | Printouts will reflect learner's ability to transfer learning from one module to another within the accounting program.            | C<br>P<br>A                                                                                       | Grade will be assigned to each student based on accuracy of work |
| Keyboard proficiently and accurately                                                                                                                                           | Printouts of:<br><ul style="list-style-type: none"> <li>• chapter work,</li> <li>• assignments,</li> <li>• and quizzes.</li> </ul> | C<br>P<br>A                                                                                       | Grade will be assigned to each student based on accuracy of work |
| Apply computational skills to business-related tasks and assess the logic of the results.                                                                                      | Printouts of:<br><ul style="list-style-type: none"> <li>• chapter work,</li> <li>• assignments,</li> <li>• and quizzes.</li> </ul> | C<br>P<br>A                                                                                       | Grade will be assigned to each student based on accuracy of work |
| Manage time effectively by setting goals, organizing, planning, prioritizing, and scheduling activities, routines, and projects.                                               | Course outline indicates that course is self-paced—the student is responsible for staying on schedule.                             | P                                                                                                 | The course is not completed, until all modules are finished.     |
| Achieve business standards for efficiency and quality of work.                                                                                                                 | Printouts of:<br><ul style="list-style-type: none"> <li>• chapter work,</li> <li>• assignments,</li> <li>• and quizzes.</li> </ul> | C<br>P<br>A                                                                                       | Grade will be assigned to each student based on accuracy of work |

|                                                                                                                                                                                                                                 |                                                                                                                                                                                                                    |                              |                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------------------------------------------------------------------------------|
| <p>Assess and analyze personal learning needs; set learning goals and objectives; and formulate plans for implementation;</p> <p>Locate, select, evaluate, organize and summarize information, using appropriate resources.</p> | <p>Course outline indicates that course is self-paced. The student develops their own learning strategy using meta-cognition.</p> <p>Printouts of spreadsheet designed by learners to solve business problems.</p> | <p><b>C</b><br/><b>P</b></p> | <p>Student sets own objectives for degree of mastery achieved—90% is encouraged by the software.</p> |
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