

SEP 13 2000

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OA1140A2/B2 INTRODUCTION TO WINDOWS SOFTWARE APPLICATIONS I

Prerequisite: None

Instructors: Sharron Barr
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539-2016 (Office)
539-9216 (Home)
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Text: Microsoft Office 97, Introductory Concepts and Techniques,
Shelley, Cashman, and Vermaat, Course Technology, 1998.

Course Description: This course teaches you the fundamentals of using Windows 95, Windows Explorer, and Microsoft Excel '97.

Course Objectives: Student will obtain a proficient level of knowledge Windows 95 including:

1. Using the Windows 95 Desktop as a work area.
2. Using the mouse.
3. Using the keyboard and keyboard shortcuts.
4. Using the context-sensitive menus.
5. Sizing and scrolling window.
6. Starting an applications program.
7. Saving a document.
8. Printing a document.
9. Closing a program.
10. Using Windows 95 Help.
11. Shutting down Windows.

Students will be proficient in the use of Windows Explorer.
Topics include:

1. Displaying the contents of a folder.
2. Expanding and collapsing a folder.
3. Creating, renaming and deleting a folder.
4. Changing the view.
5. Selecting and copying a group of files.
6. Copying and moving a file and folder.

Students will learn and practice effective electronic file management including:

1. Coding files.
2. Selecting and moving files.
3. Formatting a disk.
4. Making backups.
5. Deleting files.
6. Organizing files.
7. Copying and moving files.
8. Renaming files.
9. Purging files.
10. Refreshing a view of a disk.
11. Deleting files.
12. Emptying the recycling bin.
13. Finding files using filename, search and date modified.
14. Maintaining file logs and indexes.

Students will be proficient in the use of Excel 97 including:

1. Creating worksheets.
2. Modifying worksheets.
3. Printing workbooks.
4. Formatting worksheets.
5. Creating and applying ranges.
6. Using functions.
7. Using draw.
8. Using charts.
9. Saving spreadsheets as HTML.
10. Creating larger worksheets.
11. Creating worksheets based on assumptions.

NOTE: This skill set should enable the student to take the **MICROSOFT PROFICIENT SPECIALIST EXCEL 97 EXAM** and receive certification from Microsoft. Exam should cost \$75.00.

Students will use the Excel skills set to create the following types of documents:

1. Budgets
2. Marketing and sales reports.
3. Invoices and purchase orders.
4. Basic financial statements.
5. Spreadsheet information for use on the Intranet/Internet.

Grading:

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| Project 1 – Fundamentals of Using Windows 95 | 5% |
| Project 2 – Using Windows Explorer | 5% |
| Electronic File Management Project | 10% |
| Electronic File Management Test | 10% |
| Excel Project 1 | 5% |
| Excel Project 2 | 5% |
| Excel Project 3 | 5% |
| Excel Test | 20% |
| Employability Skills Portfolio Submissions | 10% |
| Final Exam | 25% |

Course Policy::

Attendance is mandatory. If you are ill you must notify your instructor. More than 3 missed classes will result in a recommendation of debarred from exams. On the advice of the instructor and with concurrence of the Department Chair and the Registrar, a student may be debarred from an examination when attendance requirements are not met. Students debarred from an examination on the basis of attendance will be given a grade of zero on the exam.

All assignments and exams must be completed in order to receive a grade in the course.

Assignments are due (15:30 p.m.) on the dates set by the instructor. Assignments may be handed in early; but 5 marks will be deducted for each day the assignment is late.

If you miss an exam, there are no make-ups. Missed exam percentage may be added onto their final exam.

Academic dishonesty – refer to page 19 of the College Calendar.

All assignments must be completed in order to complete the course.