

DEC 18 2000

GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION  
COURSE OUTLINE

**OA1140 Introduction to Windows Software Applications I**

- Instructor:** Sharron Barr  
A306  
539-2777 (Office)  
[BARR@GPRC.ab.ca](mailto:BARR@GPRC.ab.ca)
- Text:** Microsoft Office 2000, Benchmark Series, Nita Rutkosky,
- Course Description:** This course teaches you the fundamentals of using Windows '98, Windows Explorer, and Microsoft Excel 2000
- Course Objectives:** Students will obtain a proficient level of knowledge in Windows '98 including:
1. Using the Windows 98 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 98 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 2000 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 2000 EXAM and receive certification from Microsoft. Exam 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.

<b>Grading:</b>	Project 1 - Fundamentals of Using Windows 98	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 makes-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.