

GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION  
COURSE OUTLINE

SEP. 12 2007

OA 1140 A/B  
INTRODUCTION TO WINDOWS APPLICATIONS I

- INSTRUCTOR:** Trevor Thomas  
Office: C-309 e-mail: thomas@gprc.ab.ca  
Office Phone Number: 539-2824
- TEXT:** Rutkowsky, Nita. *Microsoft Office 2000*. EMC Paradigm
- PREREQUISITES:** None
- COURSE DESCRIPTION:** This course teaches you the fundamentals of using Windows 98, Windows Explorer, and Microsoft Excel 2000.
- COURSE OBJECTIVE:** The Student will obtain a proficient level of knowledge in Windows 98 including:
- Using the Windows 98 Desktop as a work area
  - Using the mouse
  - Using the keyboard and keyboard shortcuts
  - Using the context-sensitive menus
  - Sizing and scrolling windows
  - Starting an applications program
  - Saving and printing a document
  - Closing a program
  - Using Windows 98 Help
  - Shutting down Windows
- Students will be proficient in the use of Windows Explorer.  
Topics Include:
- Displaying the contents of a folder
  - Expanding and collapsing a folder
  - Creating, renaming and deleting a folder
  - Changing the view
  - Selecting and copying a group of files
  - Copying and moving a file and folder

Students will learn and practice effective electronic file management including:

- Coding files
- Selecting and moving files
- Formatting a disk
- Making backups
- Deleting files
- Organizing files
- Copying and moving files
- Renaming files
- Purging files
- Refreshing a view of the disk
- Deleting files
- Emptying the recycling bin
- Finding files using filename, search and date modified

Students will be proficient in the use of Excel 2000 including:

- Creating worksheets
- Modifying worksheets
- Printing workbooks
- Formatting worksheets
- Creating and applying ranges
- Using functions
- Using draw
- Using charts
- Saving spreadsheets as HTML
- Creating larger worksheets
- 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 is \$75.

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

- Budgets
- Marketing and sales reports
- Invoices and purchase orders
- Basic financial statements
- Spreadsheet information for use of the Intranet/Internet

**COURSE OBJECTIVES:** The student will be able to:

1. Identify desirable personal traits, work habits, and acceptable office skills
2. Identify and apply human relations concepts.
3. Understand and use acceptable procedures for reception, travel, meetings, and telephone related duties.
4. Understand and use appropriate time management techniques
5. Complete assignments by applying technical and human relations skills to acceptable office standards.
6. Apply thinking skills to help understand problems and making decisions.

**GRADING:**

Daily attendance is essential!! Most concepts are covered in class time, however not all assignments can be completed in class time. Students are responsible for completing assignment outside of class time and for reading assigned text chapters before the material is taken up in class. Quizzes may be given on chapter material without advance notice.

**Filing Quizzes .....30%**

**Admin Operations Quizzes and assignments .....50%**

**Human Relations Module .....20%**

**COURSE  
POLICY:**

1. Attendance is required and will be taken at each class. If you are ill, please call your instructor. More than 3 missed classes may result in a recommendation of "Debarred from Exam." (See College calendar, p. 33)
2. If you must miss a class, have a classmate call you with your assignments. You are responsible for any work missed.
3. Assignments are due on the dates set by the instructor. Assignments may be handed in early, but only in exceptional circumstances may assignments be handed in late.
4. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment. Some of these assignments may be unannounced before the date.

This policy may change from course to course.

5. Plagiarism will be not tolerated.
6. All major assignments must be completed in order to complete a course

**GRADING:**

**Daily attendance is essential!!!** There is a direct correlation between attendance and marks. More than 3 missed classes will result in a recommendation of debarred from exams. Work on the buddy system for days missed. Ask someone what you missed. Not all assignments will be assigned a grade although all will be reviewed by instructor.

Project 1 – Fundamentals of Using Windows 98	5%
Project 2 – Using Windows Explorer	5%
Excel Chapter Assignments	60%
Final Exam	20%
Professional Skills	10%

**PLAGIARISM:**

The penalty for plagiarism is SEVERE. It can consist of EXPULSION from the institution or receiving a grade of ZERO on a course. DON'T do it!!!