

## Business Department/Office Administration Certificate

Fall Semester, 2015

### OA 110 A – Windows and File Management

*1 Credit, 6 Weeks, 5 Hours per week*

This is a foundation course in operating Windows and managing drives, files and folders in a network environment using Windows Explorer. Students will also learn the functions of a computer system, hardware and software components, e-mail and Internet features. This course provides a solid foundation for students to learn subsequent Windows applications.

*Prerequisites: None*

#### Instructor

Cristina Fuentes

Office location: Syncrude Technology Centre Office S111B

Phone number: 780-791-8939

[cristina.fuentes@keyano.ca](mailto:cristina.fuentes@keyano.ca)

#### Office Hours

Monday	1:00 p.m. – 1:50 p.m.
Tuesday	5:00 p.m. – 5:50 p.m.
Wednesday	3:00 p.m. – 3:50 p.m.
Thursday	11:00 a.m. – 11:50 a.m.
Friday	12:00 p.m. – 12:50 p.m.

#### Hours of Instruction

Monday	11:00 a.m. – 12:50 p.m.	Computer lab S105
Wednesday	1:00 p.m. – 2:50 p.m.	Computer lab S105
Friday	1:00 p.m. – 1:50 p.m.	Computer lab S105

#### Required Resources

**GO! with Computer Concepts Getting Started**, Gaskin, Shelley; Carney, Jill. 2014. ISBN: 978-0-13-334991-7

**Microsoft® Windows® 7 Introductory**. Parsons, June; Oja, Dan; Ruffolo, Lisa. New Perspectives Series. 2011. ISBN: 978-0-538-74601-4

**GO! with Microsoft® Outlook® 2013 Getting Started**, Gaskin, Shelley; Scott, Arkova. 2014. ISBN: 978-0-13-341742-5

**Course Outcomes**

After completing this course, students will be able to:

1. Identify computer hardware components and describe their functions.
2. Locate and run software programs, and switch between program windows (multitask).
3. Develop File Management strategies.
4. Apply Windows terminology.
5. Distinguish commonly used Windows commands to view, organize and maintain files and folders.
6. Customize the Windows desktop environment.
7. Use Microsoft Outlook to communicate via email, manage contact information, manage tasks and work with a calendar.
8. Navigate and search the Internet using an Internet browser.
9. Produce required output in a promptly manner following a set of instructions.

**Evaluation**

Attendance.....5%  
 Participation.....5%  
 Assignments.....20%  
 Tests.....30%  
 Final Exam.....40%  
**Total.....100%**

*A grade of C- is required for progression.*

*The minimum standard for passing this course is a grade of C- (60%).*

**Grading System**

Descriptor	Alpha Grade	4.0 Scale	OA %
<i>Excellent (90% - 100%)</i>	<i>A+</i>	<i>4.0</i>	<i>99 - 100</i>
	<i>A</i>	<i>4.0</i>	<i>95 - 98</i>
	<i>A-</i>	<i>3.7</i>	<i>90 - 94</i>
<i>Good (75% - 89%)</i>	<i>B+</i>	<i>3.3</i>	<i>85 - 89</i>
	<i>B</i>	<i>3.0</i>	<i>80 - 84</i>
	<i>B-</i>	<i>2.7</i>	<i>75 - 79</i>
<i>Satisfactory (60% - 74%)</i>	<i>C+</i>	<i>2.3</i>	<i>70 - 74</i>
	<i>C</i>	<i>2.0</i>	<i>65 - 69</i>
<i>Progression/ Minimum Pass</i>	<i>C-</i>	<i>1.7</i>	<i>60 - 64</i>
	<i>D+</i>	<i>1.3</i>	<i>55 - 59</i>
	<i>D</i>	<i>1.0</i>	<i>50 - 54</i>
	<i>F</i>	<i>0.0</i>	<i>0 - 49</i>

## Performance Requirements

### Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes students' learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and/or notes that may be due.

### Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person
- Handing in the same unchanged work as submitted for another assignment

Penalties for academic offences range from a verbal reprimand to dismissal from the College, and in certain circumstances may involve legal action.

### Specialized Supports

#### Counselling and Disability Services

Counselling Services provides a wide range of specialized counselling services to prospective and registered students, including personal, career and academic counselling.

#### SKILL Centre

The SKILL Centre is a learning space in the Clearwater Campus at Keyano College where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff.

The SKILL Centre, through a variety of delivery methods, provides assistance in skill development to Keyano students. Assistance is provided by instructors, staff and student tutors. Individuals wishing to improve their mathematics, writing, grammar, study, or other skills, can take advantage of this unique service.

**Important Dates to Remember**

Sept 1	Monday	Orientation Day
Sept 2	Tuesday	Fall Semester Begins
Sept 7	Monday	College Closed (Labour Day)
Sept 8	Tuesday	Last day to add courses for academic programs; Fall semester fees due
Sept 9	Wednesday	Fall late fee applied (\$100)
Sept 15	Tuesday	Last day to drop courses for academic programs (\$100 deposit is non-refundable); Last day to waive SAKC Health and Dental plan or add family
Sept 30	Wednesday	Fall Awards application deadline
Oct 9	Friday	Last day to withdraw with a 50% refund (Grade of W)
Oct 12	Monday	College Closed (Thanksgiving Day)
Nov 11	Wednesday	College Closed (Remembrance Day)
Nov 12, 13	Thursday, Friday	Reading days; no classes
Nov 25	Wednesday	Last day to withdraw with a 0% refund (Grade of W)
Dec 4	Friday	Last day of classes for academics
Dec 7-11	Monday - Friday	Final Exam period for academics
Dec 18	Friday	Final Grades submitted for fall semester
Dec 25-31	Friday - Thursday	College Closed (Christmas Break)

**Authorization**

This course outline has been reviewed and approved by the Program Chair.

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Cristina Fuentes, Instructor

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Gina Jackson, Chair

Date Authorized

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Guy Harmer, Dean

Date Authorized

**Signed copies to be delivered to:**

Instructor  
Registrar's Office