OA 110 A - Windows and File Management
1 Credit, 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 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 Rensmaag-Izaguirre
Office location: Syncrude Technology Centre Office S111B
Phone number: 780-791-8939
cristina.rensmaag@keyano.ca

Office Hours

Monday and Wednesday	10:00 a.m. – 10:50 a.m.
Tuesday	9:00 a.m. – 9:50 a.m.
Thursday and Friday	12:00 p.m. – 12:50 p.m.

Hours of Instruction

Tuesday	1:00 p.m. – 3:50 p.m.	Computer lab CC282
Thursday	9:00 a.m. – 11:50 a.m.	Computer lab CC282

Required Resources

GO! with Computer Concepts Getting Started, 2nd edition, Gaskin, Shelley; Carney, Jill. 2014. ISBN: 978-0-13-441190-3.

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

Course Outcomes

Upon successful completion of the course, the student shall be able to:

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

Evaluation

In-class projects	15%
Assignments	20%
Tests	25%
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 %
Excellent (90% - 100%)	*A+*	*4.0*	*99 – 100*
	A	*4.0*	*95 – 98*
	A-	*3.7*	*90 – 94*
Good (75% - 89%)	*B+*	*3.3*	*85 – 89*
	B	*3.0*	*80 – 84*
	B-	*2.7*	*75 – 79*
Satisfactory (60% - 74%)	*C+*	*2.3*	*70 – 74*
	C	*2.0*	*65 – 69*
Progression/ Minimum Pass	*C-*	*1.7*	*60 – 64*
	D+	*1.3*	*55 –59*
	D	*1.0*	*50 – 54*
	F	*0.0*	*0 – 49*

Proposed Schedule of Topics

Refer to *Weekly Schedule* for information on topic coverage.

Please note: Date and time allotted to each topic is subject to change.

Performance Requirements

Student Responsibilities

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College credit calendar.

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a student's 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
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on ilearn.keyano.ca. Then print the certificate, sign it, and show it to each of your instructors. Your course work will not be graded until you show this signed certificate.

Specialized Supports

Counselling and Accessibility 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.

Authorization

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

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Cristina Rensmaag-Izaguirre, Instructor

Nermin Zukic   Date Authorized

Vincella Thompson, Dean   Date Authorized

Signed copies to be delivered to:
Instructor
Registrar's Office