

OA 110 A & B – Windows and File Management

1 Credit, 6 weeks, 5 hours per week

Course Description

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

Office hours

Tuesday	11:00 a.m. – 12:00 p.m.
Wednesday	10:00 a.m. – 11:00 a.m.
Thursday	9:00 a.m. – 10:00 a.m. & 1:00 p.m. – 2:00 p.m.
Friday	9:00 a.m. – 10:00 a.m.

Section A - Hours of Instruction

Tuesday	2:00 p.m. – 3:50 p.m.	Computer lab S205
Thursday	3:00 p.m. – 3:50 p.m.	Computer lab S207
Friday	1:00 p.m. – 2:50 p.m.	Computer lab S105

Section B - Hours of Instruction

Tuesday	12:00 p.m. – 1:50 p.m.	Computer lab S105
Wednesday	11:00 a.m. – 11:50 a.m.	Computer lab S207
Friday	10:00 a.m. – 11:50 a.m.	Computer lab S107

Required Resources

Textbooks:

Introduction to Computers, Shelly Cashman series, Eighth Edition, ISBN: 978-4390-8131-0

Microsoft Windows 7 – New Perspectives Series – Introductory. Parsons, Oja, Ruffolo ISBN: 978-0-538-74601-4

GO! Outlook 2010 Getting Started – Pearson edition ISBN: 978-0-13-702536-7

Additional Resources:

USB

Course Outcomes

Students will be able to:

1. Identify hardware components and describe their functions.
2. Run software programs and switch between them.
3. Develop File Management strategies.
4. Demonstrate knowledge of Windows terminology.
5. Demonstrate a functional knowledge of commonly used Windows commands in order to view, organize and maintain files and folders
6. Customize the Windows desktop.
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 Internet Explorer
9. Follow instructions and produce required output within a given time period

Evaluation

Assignments.....	30%
Tests.....	40%
Final Exam.....	30%
Total.....	100%

Office Administration 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>

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

Performance Requirements

Assignments are to be submitted to the instructor at the beginning of the class on the scheduled assignment due date. Five (5) percent will be deducted for each day the assignment is late to a maximum of three days late (including weekends). Assignments more than three days late will receive a zero.

Students who **miss classes** are responsible for course content for that class.

It is the student's responsibility to follow the Academic Misconduct policy as outlined in the Keyano College Calendar that states "Students are considered to be responsible adults and should adhere to principles of intellectual integrity." The calendar identifies forms of intellectual dishonesty to include plagiarism, the use of unauthorized aids in assignments or exams, and the unauthorized collaboration with others in preparing work. College policy for penalties for intellectual dishonesty "may range from a verbal reprimand to dismissal from the College ...". Please refer to pages 36-40 of the Keyano College Calendar for more details.

Teaching and Learning Methodologies

All classes will be held in a Computer Lab environment. Concepts and terminology will be introduced and covered in class. Students are required to work both in class and outside of classroom to re-enforce the newly acquired knowledge. This is not an online course and Moodle is used only as a resource. Students are required to attend all classes.

Important note: *This course outline may be modified at the instructor's discretion to facilitate unforeseen time constraints.*

Dates to Remember:

September 3 Monday:	College closed (Labour Day)
September 4 Tuesday:	Orientation Day
September 5 Wednesday:	Fall semester begins for academic programs Tuition deposit is non-refundable as of the first day of classes
September 10 Monday:	Last day to drop the OA110 course
September 11 Tuesday:	Last day to add course(s) for academic programs Fall semester fees due
October 26 Wednesday:	Last day to withdraw from OA110 without academic penalty
October 8 Monday:	College closed (Thanksgiving Day)
November 12 Monday:	College closed (Remembrance Day)
December 25 – January 1:	College closed (Christmas Break)

Note: *Refer to pages 8-9 of the KeyanoCollege calendar for additional academic schedule dates. Students should check with Students Services about Adding/Dropping course dates and notify them about any decision they make.*

Authorization

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

Cristina Fuentes, Instructor

Gina Langager, Chairperson

Date Authorized

Guy Harmer, Dean

Date Authorized

Signed copies to be delivered to:

Instructor
Registrar's Office