Course Outline

Business Department/Office Administration Certificate
Fall Semester, 2013

OA 110 A&B – Windows and File Management
1Credit, 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
Monday, Tuesday & Thursday 7:00 a.m. – 7:50 p.m.
Wednesday 11:00 a.m. – 11:50 a.m.
Friday 1:00 p.m. – 2:00 p.m.

Section A - Hours of Instruction
Monday 12:00 p.m. – 12:50 p.m.   Computer lab S283
Wednesday 9:00 a.m. – 10:50 a.m.   Computer lab S105
Thursday 9:00 a.m. – 10:50 a.m.   Computer lab S283

Section B - Hours of Instruction
Monday 8:00 a.m. – 9:50 a.m.   Computer lab S267
Tuesday 8:00 a.m. – 9:50 a.m.   Computer lab S267
Thursday 8:00 a.m. – 8:50 a.m.   Computer lab S267
Required Resources

Textbooks:


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.
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

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Alpha Grade</th>
<th>4.0 Scale</th>
<th>OA %</th>
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<tbody>
<tr>
<td>Excellent (90% - 100%)</td>
<td>A+</td>
<td>4.0</td>
<td>99 – 100</td>
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<tr>
<td></td>
<td>A</td>
<td>4.0</td>
<td>95 – 98</td>
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<tr>
<td></td>
<td>A-</td>
<td>3.7</td>
<td>90 – 94</td>
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<tr>
<td>Good (75% - 89%)</td>
<td>B+</td>
<td>3.3</td>
<td>85 – 89</td>
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<tr>
<td></td>
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<td>B-</td>
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<td>70 – 74</td>
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<td>Progression/ Minimum Pass</td>
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<td>0 – 49</td>
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</table>

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

**Performance Requirements**

**Assignments** – They 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 (including weekends). *Assignments more than three days late will automatically receive a zero.*

**Quizzes and tests** – These are to be taken on the date specified by the instructor. Students who miss a quiz/test due to illness are required to notify the instructor *prior to the evaluation* whenever possible and to take the quiz/test *within 48 hours* of the original date, otherwise *it is mandatory to bring a doctor’s note to be eligible to take it*. Students who miss a quiz/test for any reason other than illness are required to notify the instructor at least *72 hours before* the quiz/test to set an alternate date to take it.

**Attendance Policy** – It is the responsibility of each student to be prepared for all classes. Students who *miss class* are responsible for course content for that class and for ensuring that they are prepared for the next class.
Academic Misconduct - It is the students’ responsibility to familiarize and 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 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

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 the classroom to reinforce 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.

Important Dates:

September 2 Monday: College closed (Labour Day)
September 3 Tuesday: Orientation Day
September 4 Wednesday: Fall semester begins for academic programs
                     Tuition deposit is non-refundable as of the first day of classes
September 9 Monday: Last day to drop the OA110 course
September 10 Tuesday: Last day to add courses for academic programs
                      Fall semester fees due
October 14 Monday: College closed (Thanksgiving Day)
October 23 Wednesday: Last day to withdraw from OA110 without academic penalty
November 11 Monday: College closed (Remembrance Day)
December 25 – January 1: College closed (Christmas Break)
Notes: Refer to pages 8-9 of the Keyano College calendar for academic schedule dates. Students should check with Students Services about Adding/Dropping course dates and notify them about any decision they make.