



OFAD-158 – Windows, Outlook, & File Management

Technology

Effective Term & Year: Fall 2022

Course Outline Review Date: 2023-03-01

Program Area: Office Administration

Description:

Students learn terminology of Microsoft Windows, Microsoft Outlook, and Internet Explorer. Managing electronic files, scheduling, and privacy are also covered.

Program Information:

This course is required for the Office Administration Certificate.

Hours for this course: 30 hours to be completed over 2 weeks

Delivery Methods: Online

Credit Type: College of the Rockies Credits

Credits: 1

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	30
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	
Co-op/Work Experience	
Other	
Total	30

Course Requisites:

None

Flexible Assessment: Yes

In some cases students may be able to apply for recognition of prior learning outside the classroom. This flexible assessment process provides equivalent course credit. It is a rigorous process that may include external evaluation, worksite assessment, demonstration, standardized test, self-assessment, interview, products/portfolio, and challenge exam, or other measures as appropriate. Tuition fees apply. Contact an education advisor for more information.

Course Transfer Credit:

For information about receiving transfer credit for courses taken at other BC institutions, please see <http://www.bctransferguide.ca>. All requests for course transfer credit from institutions in BC or elsewhere should go to the College of the Rockies Enrollment Services office.

Textbook Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

There is no textbook required for this course. A course module and study guide/scoreboard will be distributed to students.

A USB flash drive is required.

Please see the instructor's syllabus or check COTR's online text calculator <https://textbook.cotr.bc.ca/> for a complete list of the currently required textbooks.

Learning Outcomes:

Upon the successful completion of this course, students will be able to:

- start the system and log on and off;
 - manage ejectable removable devices, folders, and files;
 - run applications;
 - customize the Start Menu and Desktop;
 - browse the Web;
 - manage E-mail, schedules, and contacts using the current version of MS Outlook; and
 - customize appearance, actions, and rules in the current version of MS Outlook.
-

Course Topics:

Learning Windows Basics

- Understand what an operating system does
- Use menus, dialog boxes, and windows
- Navigate the Start Menu and Desktop
- Use the Start Menu and Taskbar
- Use the Snipping Tool

Using Windows Applications

- Start and exit programs
- Use Notepad and WordPad
- Use One Note
- Use Microsoft Edge, Mozilla Firefox, Google Chrome to search for topics
- Ensure internet safety & privacy
- Use MS Paint
- Use Calculator
- Use Sticky Notes

Working with Files, Folders and Libraries

- Use File Explorer
- Understand and select file storage
- Find files & folders
- Create, copy, rename and delete files and folders
- Customize folder navigation
- Understand file management

Customizing the Start Menu and Desktop

- Customize the Start Menu and the Desktop icons and backgrounds and arrange display of icons
- Use the Control Panel

- Adjust keyboard and mouse
- Customize the taskbar

Using Outlook for Email

- Compose, send, open, reply to, forward, and delete messages
- Attach files to messages
- Create a signature
- Create folders and rules to manage messages
- Assign importance, sensitivity, and tracking options to a message
- Access Help in Outlook
- Understand Backstage View
- Use Conversations View
- Use Quick Steps
- Use mailbox cleanup utilities

Using Calendar for Scheduling

- Schedule, edit, move, and delete appointments
- View and print calendars
- Schedule meetings by sending meeting requests
- Accept, decline, and update meeting requests
- Change calendar options
- Colour coding appointments
- Folder permissions

Managing Contacts

- Add, edit, and delete contacts
- Sort and filter contacts
- Print contacts in card, booklet, and phone directory style
- Change contact options
- Create a contact group
- Email a contact or contact group

Tasks and Notes

- Create and manage tasks
- Create a note and change the view of notes

See instructor's syllabus for the detailed outline of weekly readings, activities, and assignments.

Evaluation and Assessments

Assessment Type: Online

Assessment Type	% of Total Grade
Assignments	40%
Theory quizzes	20%
Practical applications	40%
Total	100%

Grade Scheme

A+	A	A-	B+	B	B-	C+	C	C-	D	F
>=98	97-94	93-90	89-86	85-82	81-79	78-75	74-70			<70

Pass requirements: None

Evaluation Notes: A grade of “C” grants credit, but may not be sufficient as a prerequisite for sequential courses.

Evaluation Notes Comments:

Please see the instructor’s syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments, and use of electronic aids.

Attendance is an important component of the course. Students are expected to complete this course within the scheduled course timeline. Failure to do so will result in an “F” grade. Extensions may be considered only if the student has demonstrated workplace appropriate responsibility for absence or delay throughout the course.

Exam Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a “0” on the exam.

Academic Policies:

College of the Rockies policies related to courses can be found at <https://cotr.bc.ca/about-us/college-policies/> and include the following:

- Policy 2.4.3 Students with Documented Disabilities

- Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
 - Policy 2.5.8 Academic Performance
 - Policy 2.5.3 Grade Appeal
 - Policy 2.4.9 Student Concerns Re Faculty
-

Equivalent Course(s) and Course Code Changes

Prior Course Code: ABT 158

Date changed: September 2007

Course Changes:

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.