



Windows, Outlook, & File Management – OFAD 158

Office Administration Program

Course Outline

COURSE IMPLEMENTATION DATE:	Pre 1998
OUTLINE EFFECTIVE DATE:	September 2024
COURSE OUTLINE REVIEW DATE:	March 2029

GENERAL COURSE 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.

Delivery: This course is delivered online.

College of the Rockies Credits: 1.0

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

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Vocational Contact Hours	30
Total	30

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	N/A
Formal Work Experience	N/A
Other	N/A
Total	

Course Outline Author or Contact:

Bonnie New, Instructor Diploma

Signature

APPROVAL SIGNATURES:

Department Head

Joy Brown

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Dean of Trades and Technology

Dr. Jack Moes

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Department Head Signature

Dean Signature

EDCO

Valid from: September 2024 – March 2029

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:**Prerequisites:** None**Corequisites:** None**Flexible Assessment (FA):**

Credit can be awarded for this course through FA

☒ Yes ☐ No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio, or Challenge Exam. Contact an Education Advisor for more information.

Transfer Credit: For transfer information within British Columbia, Alberta, and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Students should also contact an academic advisor at the institution where they want transfer credit.

Prior Course Number: ABT 158**Date changed:** September 2007

Textbooks and Required 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. Students must use the current version of MS Office 365 and the MS Outlook desktop application.

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 should be able to

- understand what a Microsoft operating system does;
 - locate and run software applications;
 - perform Web searches and locate websites;
 - manage E-mail, schedules, and contacts using the current version of MS Outlook;
 - choose settings to customize the appearance, actions, and rules in MS Outlook;
 - execute work in a timely manner and on schedule; and
 - demonstrate responsibility for attendance, absenteeism, and punctuality.
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COURSE TOPICS:

Windows:

- Windows operating system
- Windows software applications

Outlook:

- Outlook for Email
- Outlook Calendar

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

EVALUATION AND ASSESSMENT:

EVALUATION AND ASSESSMENT:	% Of Total Grade
Assignments (practical applications for Windows and Outlook sections)	40%
Theory quizzes (Windows and Outlook sections)	20%
Practical quizzes (Windows and Outlook sections)	<u>40%</u>
Total	100%

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 POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of “0” for the exam.

COURSE GRADE:

Course grades are assigned as follows:

Grade	A+	A	A-	B+	B	B-	C+	C	F
Mark (Percent)	≥ 98	97-94	93-90	89-86	85-82	81-79	78-75	74-70	< 70

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating, and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment, and marketing needs. The instructor endeavours to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.