



## Windows, Outlook, & File Management – OFAD 158

### Office Administration Program

### Course Outline

COURSE IMPLEMENTATION DATE: Pre 1998  
OUTLINE EFFECTIVE DATE: September 2018  
COURSE OUTLINE REVIEW DATE: March 2023

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#### GENERAL COURSE DESCRIPTION:

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

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**Program Information:** This course is required for the Office Administration Certificate.

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**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
<b>Total</b>	30

#### Practicum Hours (if applicable):

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

**Course Outline Author or Contact:**

Bonnie New, Instructor Diploma

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Signature

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**APPROVAL SIGNATURES:**

Department Head

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Department Head Signature

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Dean Signature

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Valid from: September 2018 – March 2023

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Education Council Approval Date

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**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

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## **Textbooks and Required Resources:**

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.
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## **LEARNING OUTCOMES:**

Upon the successful completion of this course, students should 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.
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## **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.*

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## EVALUATION AND ASSESSMENT:

EVALUATION AND ASSESSMENT:	% Of Total Grade
Assignments	40%
Theory quizzes	20%
Practical applications	40%
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.

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## 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.

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## 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

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## ACADEMIC POLICIES:

See [www.cotr.bc.ca/policies](http://www.cotr.bc.ca/policies) for general college policies related to course activities, including grade appeals, cheating, and plagiarism.

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**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.