

GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION  
COURSE OUTLINE

OA 1050 INTRODUCTION TO COMPUTERS

TEXT: Windows 95 Simplified. maranGraphics.

PREREQUISITE: None

INSTRUCTOR: *Trevor Thomas* *C 309* *539-2824*  
~~Evans-Forsyth~~ Room ~~C415~~ ~~539-2809~~  
~~Home~~ ~~539-4884~~

COURSE DESCRIPTION: The course introduces MicroSoft Windows95 and covers the fundamentals of computer operation and file management.

COURSE OBJECTIVES: This course is designed to provide students with computer skills needed for success in other Alberta-North Office Administration courses. It emphasizes learning the essentials of Windows95; particularly familiarity with computer terminology, launching programs, and file management. More advanced computer topics are covered in follow-up courses.

The student shall be able to:

1. understand basic terminology
2. use the mouse effectively
3. use various Windows pull-down menus and other controls
4. launch programs
5. design and maintain directory structures
6. copy and delete
7. backup files
8. send a FAX
9. make Videoconferencing arrangements

GRADING: Windows Quizzes 50%  
Assignments 50%  
100%

- Learning is enhanced by participation in all instructional activities.
- The course is independent of time and place. Skills learned are important, not attendance at a particular time.