



## **LEARNING OUTCOMES:**

### **Chapter 16 Employment Strategies**

- After completing this module you will be able to:
- Describe the role played by the Conference Board of Canada in helping people to be employable
- Suggest methods for locating employment opportunities
- Conduct a thorough and effective job campaign.
- Prepare a personal resume that get attention.
- Prepare an effective letter of application.
- Complete an employment applications form.
- Develop an employability skills portfolio that illustrating accomplishments and skills
- Prepare for and participate in a successful job interview.
- Answer behavioral and descriptive interview questions.
- Analyze interview experiences.
- Prepare employment follow-up letters such as thank-you, reminder, inquiry, and acceptance and refusal letters.
- Use the internet as a valuable job search and recruitment tool.
- Prepare and electronic resume.

### **Chapter 8 Incoming and Outgoing Mail and Electronic Mail using MS Outlook 2013**

After completing this module you will be able to:

Incoming and Outgoing Mail:

- Identify the benefits of electronic mail.
- Compare different methods of technology-based mail.
- Explain the procedures for processing incoming mail.
- Describe the duties involved in answering mail when your employer is absent.
- Discuss the privacy expectations that accompany your role as an administrative assistant.
- Describe the special mailing services available from Canada Post (CP).
- State what items are prohibited from being mailed.
- List postal services for international mail.
- Demonstrate proper envelop addressing.
- Describe methods of deliver that are alternatives to those offered by CP

### **Office Technology Module including Microsoft PowerPoint 2013 Learning Objectives**

Unit 1 Create and Format PowerPoint Presentations

#### **Chapter 1 Prepare a PowerPoint Presentations**

Upon completion of this chapter you will be able to:

- Create a PowerPoint Presentation
- Open a Presentation
- Open a Presentation from the Recent Presentations List
- Save a Presentation to a Recent List
- Run a Presentation
- Close a Presentation
- Plan a Presentation
- Create a Presentation
- Use a Design Theme Template
- Create Slides in a Presentation
- Choose a Slide Layout
- Insert a New Slide
- Save a Presentation
- Change Views
- Navigate in a Presentation
- Print and Preview a Presentation
- Run a Slide Show
- Apply a Design Theme and Color Variant
- Delete a Presentation
- Prepare a Presentation from a Blank Presentation
- Prepare a Presentation in Outline View
- Add Transition and Sound Effects
- Remove Transitions and Sounds
- Advance Slides Automatically

## Electronic Mail and Outlook:

- Manage the Outlook environment
- Customize Outlook settings
- Include original messages with all reply messages, change text formats for all outgoing messages, customize the Navigation pane, block specific addresses, configure views, manage multiple accounts, set Outlook options
- Automate Outlook
- Change quoted text colors, create and assign signatures, use Quick Steps, create and manage rules, create auto-replies
- Print and save information in Outlook
- Print messages, print calendars, save message attachments, preview attachments, print contacts, print tasks, save messages in alternate formats, create data files
- Search in Outlook
- Create new search folders, search for messages, search for tasks, search for contacts, search calendars, use advanced find, use Search by Location
- Change what appears on the navigation bar
- Print items in Outlook
- Create a search folder
- Manage messages
- Create a message
- Create messages, forward messages, delete messages, add/remove message attachments, add Cc and Bcc to messages, add voting options to messages, reply to all, reply to sender only, prioritize messages, mark as private, request delivery/read receipt, redirect replies, delegate access
- Format a message
- Format text, insert hyperlinks, apply themes and styles, insert images, add a signature to specific messages, format signatures, create and use Quick Parts
- Organize and manage messages
- Sort messages, move messages between folders, add new local folders, apply categories, configure junk email settings, clean up messages, mark as read/unread, flag messages, ignore messages, sort by conversation, set attachment reminder options
- Manage schedules
- Create and manage calendars
- Adjust viewing details for calendars, modify calendar time zones, delete calendars, set calendar work times, use multiple calendars, manage calendar groups, overlay calendars, share calendars
- Create appointments, meetings, and events
- Create calendar items, create recurring calendar items, cancel calendar items, create calendar items from messages, set calendar item times, categorize calendar items, use the scheduling assistant, change availability status, schedule resources, utilize Room Finder
- Organize and manage appointments, meetings, and events
- Set calendar item importance, forward calendar items, configure reminders, add participants, respond to invitations, update calendar items, share meeting notes
- Create and manage notes, tasks, and journals
- Create and manage tasks, create and manage notes, attach notes to contacts, create journal entries, update task status
- Manage contacts and groups
- Create and manage contacts
- Create new contacts, delete contacts, import contacts from external sources, edit contact information, attach an image to contacts, add tags to contacts, share contacts, manage multiple address books
- Create and manage groups
- Create new contact groups, add contacts to existing groups, add notes to a

## Chapter 2 Modify a Presentation and Use Help

- Upon completion of this chapter you will be able to:
- Check Spelling
- Use the Thesaurus
- Manage Text in Slides
- Insert and Delete Text in Slides
- Find and Replace Text in Slides
- Cut, Copy, and Paste Text in Slides
- Rearrange Text in the Outline Pane
- Size and Rearrange Placeholders in a Slide
- Manage Slides

- Insert and Delete Slides
- Move Slides
- Copy a Slide
- Copy a Slide between Presentations
- Duplicate Slides
- Reuse Slides
- Create Sections within a Presentation
- Customize the Quick Access Toolbar
- Use Help
- Get Help on a Button
- Get Help in a Dialog Box or Backstage Area

### Chapter 3 Format Slides

Upon completion of this chapter you will be able to:

- Format a Presentation
- Apply Font Format
- Format with Format Painter
- Format Paragraphs
- Fit Contents in a Placeholder
- Customize Paragraphs
- Customize Columns
- Rotate and Vertically Align Text
- Customize Bullets
- Customize Number
- Customize Placeholders
- Customize Placeholders at the Format Shape Task Pane
- Change Page Setup
- Modify Theme Colors and Forms
- Customize Slide Backgrounds
- Create Custom Themes
- Create Custom Theme Colors
- Create Custom Theme Fonts
- Save a Custom Theme
- Edit Custom Themes
- Delete Custom Themes

### Chapter 4 Insert Elements in Slides

Upon completion of this chapter you will be able to:

- Insert and Format Text Boxes
- Format a Text Box
- Select Multiple Objects
- Align Text Boxes
- Set Tabs in a Text Box
- Insert, Format, and Copy Shapes
- Display Rulers, Gridlines, and Guides
- Merge Shapes
- Group/Ungroup Objects
- Insert an Image
- Customize and Format an Image
- Size, Crop, and Move an Image
- Arrange Images
- Insert a Picture as a Slide Background
- Insert an Image from Office.com
- Size, Rotate, and Position Objects
- Copy Objects within and between Presentations
- Create Screenshots
- Create and Format WordArt Text
- Insert Symbols
- Insert Headers and Footers

### Chapter 5 Create Tables, Charts, and SmartArt Graphics

Upon completion of this chapter you will be able to:

- Create a Table
- Enter Text in Cells
- Select Cells
- Change Table Design
- Change Table Layout
- Insert an Excel Spreadsheet
- Draw a Table
- Create SmartArt
- Modify SmartArt
- Format SmartArt
- Convert Text and WordArt to a SmartArt Graphic
- Insert Text in the Text Pane
- Convert a SmartArt Graphic to Text or Shapes
- Create a Chart
- Format with Chart Buttons
- Change Chart Design
- Format a Chart and Chart Elements
- Create a Photo Album
- Edit and Format a Photo Album
- Format Pictures

## Chapter 6 Use Action Buttons

Upon completion of this chapter you will be able to:

- Use VIEW Tab Options
- Change the Zoom
- Manage Windows
- View in Color and Grayscale
- Insert Action Buttons
- Apply an Action to an Object
- Insert Hyperlinks

## Chapter 7 Apply Custom Animation and Set Up Shows

- Apply and Remove Animations
- Apply Animation Effects
- Apply Animations with Animation Painter
- Modify Animation Effects
- Reorder Items
- Customize Animation Effects at the Animation Pane
- Apply Sound to Animations
- Apply a Build
- Animate Shapes and Images
- Animate a SmartArt Graphic
- Animate a Chart
- Create a Motion Path
- Apply a Trigger
- Set Up a Slide Show
- Run a Presentation without Animation
- Set Up a Presentation to Loop Continuously
- Set Automatic Times for Slides
- Record Narration
- Hide Slides
- Manage Monitors
- Use Presenter View
- Present a Presentation Online
- Create a Custom Show
- Run a Custom Show
- Edit a Custom Show
- Print a Custom Show
- Insert Audio and Video Files
- Insert an Audio File
- Insert a Video File
- Optimize and Compress Audio and Video Files
- Show and Hide Media Controls
- Trim a Video File
- Play an Audio File throughout a Presentation

## Chapter 8 Integrate, Share, and Protect Presentations

Upon completion of this chapter you will be able to:

- Import a Word Outline
- Copy and Paste Data
- Share Presentations
- Export Presentations
- Save a Presentation in the PDF or XPS Formats
- Create a Video of a Presentation
- Package a Presentation
- Export a Presentation to a Word Document
- Save a Presentation in a Different Format
- Embed and Link Objects
- Embed Objects
- Link Objects
- Edit Linked Objects
- Download Templates
- Compare and Combine Presentations
- Manage Comments
- Manage Presentation Information
- Manage Presentation Properties
- Protect a Presentation
- Encrypt a Presentation
- Add a Digital Signature
- Inspect a Presentation
- Check the Accessibility of a Presentation
- Check the Compatibility of a Presentation
- Manage Versions
- Customize PowerPoint Options

## Travel Arrangements Module Learning Objectives

Upon completion of this module you will be able to:

- List the travel services provided by the internet and travel agencies
- Indicate the information needed before contacting a travel agent about a proposed trip.
- Describe the advantages of making online airline reservations.
- Explain how jet lag can affect a business trip.
- Read the 24-hour clock.

- Describe the procedures for making flight, car, and hotel reservations.
- Discuss the requirements for acquiring passports, visas, and immunizations.
- Describe the implications for the traveler of the need for increased security in airports.

- Discuss the differences in the status of women in business in different cultures.
- Prepare travel itineraries.
- Prepare a travel fund advance.
- Research destination countries and compile information that the traveler should know before departing.

**Volunteerism and Professional Development Module Learning Outcomes**

Upon completion of this module you will be able to:

- Discuss the benefits of volunteering as part of professional development.
- Understand how to work and cope as a member of a volunteer team.
- Appreciate the value to service to community as part of professional development.
- Add volunteer activities to your resume.

**TRANSFERABILITY:**

This course is non University Transfer

**EVALUATIONS:**

Incoming and Outgoing Mail and Electronic Mail using Outlook 2014 Module	10%	
Travel Module	5%	
PowerPoint Module	10%	
Volunteer Work (10 hours)	10%	
Employment Strategies Module		
Includes:	50%	
Job Search and Selection Project		25%
Employability Skills Portfolio		20%
Assignments and Reading		5%
Final Exam	15%	

**GRADING CRITERIA: (The following criteria may be changed to suite the particular course/instructor)**

Please note that Universities will not accept your course for transfer credit **IF** your grade is **less than C-**. This means **DO NOT GET LESS THAN "C-" IF YOU ARE PLANNING TO TRANSFER TO UNIVERSITY.**

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

Week	Activity	
Jan 04	Course Outline/Outlook	All chapter assignments must be submitted to instructor
Jan 11	Outlook	
Jan 18	Outlook	
Jan 25	Outlook/PowerPoint	
Feb 01	PowerPoint	
Feb 08	PowerPoint	
Feb 15	Spring Break	
Feb 22	Power Point presentations	
Feb 29	Employment Research	
Mar 07	Resume	
Mar 14	Resume, Cover Letter	
Mar 21	Portfolio	
Mar 28	Portfolio	
Apr 04	Interviews	
April 11	Interviews	
TBD	Final Exam	

**STUDENT RESPONSIBILITIES:**

Refer to [https://www.gprc.ab.ca/files/forms\\_documents/StudentRightsandResponsibilities.pdf](https://www.gprc.ab.ca/files/forms_documents/StudentRightsandResponsibilities.pdf)

\*\*Note: all Academic and Administrative policies are available at <https://www.gprc.ab.ca/about/administration/policies/>

**STATEMENT ON PLAGIARISM AND CHEATING:**

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at [www.gprc.ab.ca/about/administration/policies/\\*\\*](http://www.gprc.ab.ca/about/administration/policies/**)

\*\*Note: all Academic and Administrative policies are available on the same page.