



OFFICE 2010

Course Outline

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Welcome to Applied Digital Communications 12. This course will be delivered on MOODLE. Please contact your instructor for course login privileges once you have completed the activation assignment.

Activation Assignment

As part of the new provincial government funding formulas for our centres, students **must complete** an **activation assignment** before they are formally enrolled into the course. The activation assignment demonstrates that the student is serious about their studies. Therefore, it is essential that you complete the activation assignment which is available on the school website. If you have any questions about this assignment, please don't hesitate to arrange to meet with your instructor. The link for the activation assignment is as follows:

<http://www.youlearn.ca/milesderksen.html>

Topics

There are 7 modules as follows:

Section 1: Word Processing

1. Creating, Formatting, and Editing a Word Document with Pictures
2. Creating a Research Paper with Citations and References
3. Creating a Business Letter with a Letterhead and Table

Section 2: Presentation Software

1. Creating and Editing a Presentation with Clipart
2. Creating a Presentation with Pictures, Shapes and WordArt
3. Adding Media

Section 3: Spreadsheets

1. Creating a Worksheet and an Embedded Chart
2. Formulas, Functions, Formatting, and Web Queries
3. What-If Analysis, Charting, and Working with Large Worksheets

Section 4: Databases

1. Creating and Using a Database
2. Querying a Database
3. Maintaining a Database

Section 5: Outlook

1. Managing Email Message with Outlook
2. Managing Calendars

Each Lesson has two parts: a step by step project and an assignment to demonstrate the skills that you have acquired from the Project. You will submit all of your work **ONLINE using MOODLE** thus eliminating some paper waste and providing a tracking system for your submitted work.

MOODLE is an online course delivery and management system that will be used for this course. You can logon to MOODLE at the following web address from any internet enabled computer:

<http://www.youlearn.ca/moodle/>

Your login will be issued to you when you meet with your instructor.

You will be encouraged to **create a portfolio** your work by printing out your assignments and organizing them into a folder of some sort or alternately, creating an electronic portfolio.

Evaluation:

Unit Project Completion	20%
Unit Assignments	50%
Practical Test or Practical Observation	20%
Portfolio	10%

Resources and Requirements

Textbook: Microsoft Office 2010: Introductory Concepts and Techniques – Windows 7 Edition: Shelly Vermaat. This textbook is available for use at the Learning Centres. **Website:** www.cengagebrain.com.

These textbooks are very expensive but can be purchased online through www.amazon.ca (you can get used copies at a substantial discount).

You will have to **download the course lesson** files that are needed to complete many of the projects. The link is found in MOODLE.

You will need access to the Internet to use MOODLE. This can be accessed anywhere in the world via the internet.

You can also download a fully functional 60 day version of Microsoft Office for use in this course for FREE via www.microsoft.com. You can also purchase MS Office at a substantial discount as a student.

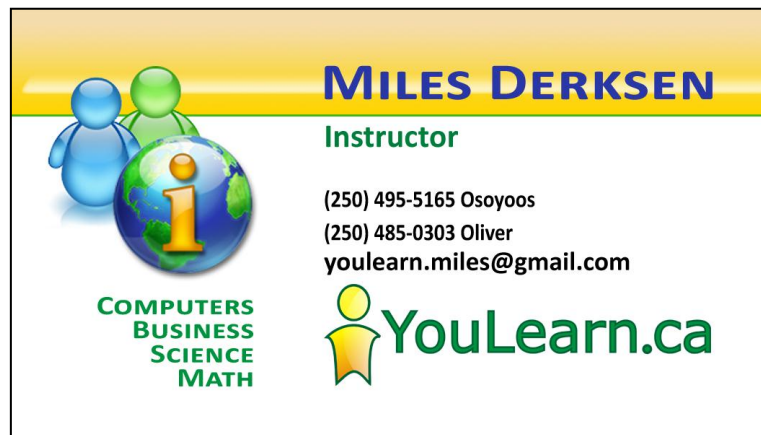
Course Outcomes:



This course follows the B.C. Integrated Resource Package, published by the Ministry of Education. The outcomes can be viewed at the following website:

<http://www.bced.gov.bc.ca/irp/ict1112.pdf>

More Info

If you have any further questions, here is my business card.



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