

## COURSE OUTLINE / Competency based approach

MANAGEMENT SOFTWARE
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Course title

CONTINUING EDUCATION
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Program title(s) or component of General Education

ADMINISTRATION
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Discipline

410-252-MV	1-2-2	1,66
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Course code

Weighting

Credits

Michel Beauregard	289-1920	<a href="mailto:jlmbeauregard@compuserve.com">jlmbeauregard@compuserve.com</a> <a href="http://www.michelbeauregard.com">www.michelbeauregard.com</a> tel: 289-1920
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Teacher

Office number

Telephone number and e-mail

Multicultural Education Centre	Marie-Eve Morin
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Department

Department Coordinator

2006	Fall
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School Year

Semester

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**GENERAL COURSE DESCRIPTION**

- *How and where the course fits into the student's program*
- *Targeted competency or competencies in the course*
- *Links with other courses, i.e. courses contributing to developing the same competencies*
- *Prerequisites for this course, if any*
- *Relevance of this course for the student*

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**General course description:**

The course "Management Software" gives students the opportunity to continue developing skills associated with the use of common operating systems and software applications for administrative purposes including MS Excel, MS Access and MS Project.

After the completion of the course, the students will be able to manage a computerized workstation, to use the main software applications specifically designed for management purposes, to produce various management documents, to automate tasks, and to use advantage of the networks.

There are no prerequisites for the course.

The main focus of the course will be concentrated on the effective usage of a spread sheet application for the needs of production of an administrative document. In addition, however, the students will be introduced to the general principles of database management and project management through practical exercises on MS Access and MS Project.

Due to importance of practical aspects of the studies, up to 60% of the classroom time will be devoted to practical exercises.

The course is designed to help students of new and casual user levels reach boundaries of accomplished user level for the purposes of management of software applications for administrative needs.

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**LEARNING TARGET**

➤ *Task to be completed by the student at the end of the course, as it is related to the competency or competencies*

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**LEARNING TARGET:**

**CONTENTS**

PRODUCTION OF REAL LIFE APPLICATIONS: PROJECT DESIGN, FINANCIAL SPREADSHEET PROJECTIONS,  
CHOICE AND CORRECT USE OF APPROPRIATE SOFTWARE

ORGANIZATION OF DATA APPROPRIATE TO THE INFORMATION REQUIRED

DEVELOPMENT OF REUSABLE DOCUMENT TEMPLATES

CORRECT APPLICATION OF PROCEDURES FOR EXCHANGING DATA

UPLOADING AND DOWNLOADING DATA

**FINAL TARGET**

DURING THE FINAL PROJECT, STUDENTS WILL BE ABLE TO USE MICROSOFT PROJECT SOFTWARE AND A SPREAD SHEET APPLICATION TO PRODUCE AN ADMINISTRATIVE DOCUMENT SHOWING THEIR ABILITY TO WRITE PROJECT PROPOSAL.

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**STAGES OF LEARNING**

- *Progressive stages showing the logical learning sequence for the student, in order to reach the course learning target*
- *For each stage of learning, specify the*
- ✎ *learning objectives*
  - ✎ *essential course contents*
  - ✎ *teaching and learning strategies*
  - ✎ *relative length of the stage*

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**STAGES OF LEARNING:**

**WEEK 1-8:** To get acquainted with the principles of project management. Teacher's lectures and practical exercises (Lab) will be incorporated. The content of this stage will include:

- project management processes
- logical sequence of creating and managing a project
- scheduling tasks
- planning resource and task costs
- tracking progress
- working with reports
- analyzing project information
- Learn to use MS Project
- Prepare a project proposal statement
- Work on a real project proposal

**WEEK 9-12:** To learn the principles of an application design in spreadsheet applications. Teacher's lectures and practical exercises (Lab) will be incorporated. The content of this stage will include:

- contents of a spreadsheet
- means of data input
- basic formatting, copying and replacing data, modification of a spreadsheet
- automatization in spreadsheet applications: introduction to formulas
- usage of integrated functions
- interactive spreadsheets and their use

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- WEEK 12-15: Use knowledge acquired in the previous two phases to produce a full project proposal, including financial requirements and budget, accompanied by an action plan to realize the project.
  - identification of the place of the information in the decision making
  - identification of the needs of a company
  - legal aspects of information storage and exchange

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EVALUATION OF ACQUIRED SKILLS AND  
KNOWLEDGE

- *Evaluations during the course of the session to prepare the student for the final examination*
  - A. *Formative evaluations*
  - B. *Final evaluations*
    - ↗ *nature and description of the evaluations*
    - ↗ *date*
    - ↗ *marks awarded*
    - ↗ *evaluation criteria*
    - ↗ *time required by the student*
- *Showing how the final examination relates to the learning target*

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EVALUATION OF ACQUIRED SKILLS AND KNOWLEDGE:

Week 5: Project Overview Statement (20%). The students will be required to prepare a project proposal statement and to use it for the purpose of producing a required project proposal

Week 15: full project proposal (70%). The students will be asked to show theoretical and practical knowledge by building an application—a complete project proposal.

<b>Week of teaching</b>	<b>Content</b>	<b>Pedagogical activities</b>	<b>Readings and Preparatory work</b>
Week 1	Project management in a changing world Project environment Defining the project	Lecture,  Presentation of models	Class notes Students can get from the professor's web site the necessary documents
Week 2	Planning a project Scope Project activities Duration resource requirements	Lecture, Illustration through examples Discussion Case study Presentation of models practice	Class notes
Week 3	Construct and analyse the project network diagram Finalize the schedule based on Resource availability	Lecture, Discussion Presentation of models	Class notes
Week 4	Solving common project problems	Lecture, Illustration through examples Discussion Case study Presentation of models practice	Class notes
Week 5	Introduction to spreadsheet Managing workbook files Working in workbooks Selecting cells and choosing commands Entering data	Lecture, Illustration through examples Presentation of models practice	Class notes
Week 6	Creating formulas and links Editing a worksheet	Lecture, Illustration through examples Presentation of models practice	Class notes

<b>Week of teaching</b>	<b>Content</b>	<b>Pedagogical activities</b>	<b>Readings and Preparatory work</b>
Week 7	Creating graphic objects on worksheets and charts printing	Lecture, Presentation of models practice	Class notes
Week 8	Creating charts Changing data in a chart Using charts to analyse data	Lecture, practice	Class notes
Week 9	Organizing and managing data	Lecture, practice	Class notes
Week 10	Preparing project proposal	Lecture, Illustration through examples Presentation of models practice	Class notes
Week 11	Preparing project proposal	Lecture, Discussion Case study Presentation of models practice	Class notes
Week 12	Working with objects	practice	Class notes
Week 13	Working with objects	Lecture, practice	Class notes
Week 14	Final work on project proposal	Lecture, practice	Class notes
Week 15	Final work on project proposal	Final assignment Overall review	Class notes

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**SPECIFIC COURSE REQUIREMENTS**

- *Application requirements of the PIEA; the following components must be included in the course outline*
  - ✎ *Class attendance (4.7.3)*
  - ✎ *Submission of assignments (4.4.2)*
  - ✎ *Evaluation of the English language (4.6.2)*
  - ✎ *Presentation of assignments (4.4.4)*
  
- *Specific evaluation requirements approved by the Commission des études, if any*
  - ✎ *article 4.2.5, article 4.2.6, article 4.3.2 and article 4.6.2*

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**SPECIFIC COURSE REQUIREMENTS:**

Please read PIEA attentively - it is a good idea to know your rights and responsibilities as students!

Missing the final examination without an ABSOLUTELY serious reason will ABSOLUTELY lead you to the failing final grade, which is "0".

You have to seriously take into account that no credits whatsoever will be given to those students who miss classes voluntarily.

Late submission of the assignments will be penalized up to 10%. However, no assignments will be taken by the teacher after the revision of that assignment has been done in class.

Poor English language or grammar skills will be treated in accordance with PIEA.

**If you have any problem, please speak to your teacher first.**

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**BIBLIOGRAPHY**

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| <ul style="list-style-type: none"><li>➤ <i>Required readings</i></li><li>➤ <i>Recommended readings</i></li></ul> |
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**BIBLIOGRAPHY:**

RECOMMENDED TEXTS:

1. *Microsoft Excel 2000: Step By Step*, Microsoft Press, 1999, ISBN 1572319747 (or equivalent).
2. *Campbell, Mary, Excel for Windows*, Osborne MCGraw-Hill, 1994
3. Paul Cassel, *Teach Yourself Access 95 in 14 days*, Sams Publishing 1995, ISBN 0672307928 (or equivalent).
3. Stover, Teresa S, *Microsoft Project Version 2003: Step By Step*, 2004, Microsoft Press, ISBN 0735619581.