COURSE OUTLINE: COM099 - COMPUTERS-HUMAN SERV

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Approved: Martha Irwin, Chair, Community Services and Interdisciplinary Studies

Course Code: Title	COM099: COMPUTERS IN THE HUMAN SERVICES
Program Number: Name	1120: COMMUNITY INTEGRATN
Department:	C.I.C.E.
Academic Year:	2022-2023
Course Description:	This course is designed to provide CICE students, with the aide of a Learning Specialist, with the level of computer literacy needed to function in today`s workplace. Utilizing a hands-on approach, Internet, e-mail, the concepts of microcomputer operating systems, spreadsheet, and word processing applications will be introduced. A personal e-mail account will be used throughout the course to facilitate good communications between students and faculty and simulate the work environment.
Total Credits:	3
Hours/Week:	2
Total Hours:	30
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Essential Employability Skills (EES) addressed in this course:	EES 6 Locate, select, organize, and document information using appropriate technology and information systems. EES 7 Analyze, evaluate, and apply relevant information from a variety of sources. EES 10 Manage the use of time and other resources to complete projects. EES 11 Take responsibility for ones own actions, decisions, and consequences.
Course Evaluation:	Passing Grade: 50%, A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.
Books and Required Resources:	Marquee Series: Word 2016 by Nita Rutkosky, Pierce College Puyallup, Audrey Roggenkamp, and Ian Rutkosky ISBN: 978-0-76388-324-9 Flash Drive highly recommended (any size)
Course Outcomes and Learning Objectives:	Upon successful completion of this course, the CICE student, with the assistance of a Learning Specialist will acquire varying levels of skill development relevant to the following learning outcomes:

Course Outcome 1	Learning Objectives for Course Outcome 1
Demonstrate proficiency in	* Identify objects on the Windows 7 desktop.

using an up-to-date operating system for microcomputers:	* Practice mouse functions such as pointing, clicking, selecting, and right-clicking. * Use the Windows 7 Start button to run software programs. * Access the Windows 7 Help system. * Identify and use the controls in a window, resize windows, and change views. * Switch between programs using the taskbar. * Use Windows controls such as menus, toolbars, list boxes, scroll bars, radio buttons, tabs, and check boxes. * Navigate, create, and organize folders using My Computer and Windows Explorer. * Move, copy, rename, and delete files. * Find files and folders. * Make appropriate backup copies of files and disks. * Explore Control Panel. * Customize the desktop. * Use Search tools to find programs, folders, and/or files. * Use Snipping tool.
Course Outcome 2	**Learning Objectives for Course Outcome 2**
Access and navigate the software required to communicate electronically:	* Open an e-mail program (Microsoft Outlook). * Compose and send e-mail messages to others on the same system and elsewhere. * View, store, sort, delete, and print messages. * Reply to and forward messages. * Create and use distribution lists. * Create a signature file. * Attach files to e-mail messages. * Send links and web pages via e-mail. * Create and utilize e-mail folders. * Create and manage contacts. * Schedule tasks and appointments with the Calendar feature. * Use the Notes feature including creating, categorizing, viewing, and deleting notes.
Course Outcome 3	**Learning Objectives for Course Outcome 3**
Access and navigate the software required to use the Internet efficiently as an effective research tool:	* Open and exit an Internet browser (Microsoft Internet Explorer). * Set the Homepage location. * Recognize and use hyperlinks. * Key URLs to reach specific web pages. * Create and organize Favorites. * Use the Help feature. * Print and save online information. * Plan and refine searches using different search engines and a variety of search tools and strategies. * Evaluate Web-based resources for accuracy, reliability, and overall content. * Use the Help feature.
Course Outcome 4	**Learning Objectives for Course Outcome 4**
Demonstrate proficiency in	Creating and Editing a Document:

| operating a popular word processing software package to prepare standard documents. | * Open and exit from Microsoft Word 2010.
* Open an existing document in Word.
* Move the insertion point.
* Insert, replace, and delete text.
* Scroll and navigate in a document.
* Select and delete text.
* Use Undo and Redo.
* Check the spelling and grammar in a document.
* Use AutoCorrect.
* Use Thesaurus.
* Change document views.
* Find specific text.
* Use the Help feature.
* Print a document.
* Create a document using a template.
* Create and rename a folder.
* Save a document in a different format.

Formatting Characters and Paragraphs:
* Apply fonts and font effects.
* Use Format Painter.
* Repeat a command.
* Align text in paragraphs.
* Indent text.
* Change line and paragraph spacing.
* Reveal formatting.
* Find and replace formatting.
* Insert bullets and numbering.
* Insert symbols and special characters.
* Set tabs and tabs with leaders.
* Add borders and shading to text.
* Insert a page border.
* Apply styles.
* Change the document default formatting

Formatting and Enhancing a Document:
* Cut, copy, and paste text.
* Use the Clipboard task pane to copy and paste items.
* Change page margins, orientation, and size.
* Apply a theme.
* Insert a watermark, page colour, and page border.
* Insert page numbering.
* Insert a header and footer.
* Format a document in APA/MLA style.
* Insert citations.
* Create a works cited page.
* Edit a source.
* Use the Click and Type feature.
* Vertically align text.
* Insert, size, and move images.
* Prepare and envelope and mailing labels.

Formatting with Special Features | |

	* Create and modify WordArt text. * Create a drop cap. * Insert a text box and draw a text box. * Insert and modify shapes. * Use SmartArt to create organizational charts and graphics. * Create, format, and modify tables. * Insert one file into another. * Insert a continuous section break. * Create and modify columns. * Save a document as a single file web page. * Insert a hyperlink. * Merge letters and envelopes.
Course Outcome 5	**Learning Objectives for Course Outcome 5**
Cite Internet sources utilizing the APA documentation format.	
Course Outcome 6	**Learning Objectives for Course Outcome 6**
Demonstrate proficiency in operating a popular spreadsheet software package to prepare basic spreadsheets.	* Start and exit Excel 2010. * Enter and edit labels and values. * Change the active cell. * Navigate between and within worksheet(s). * Open, name, save, print, and close workbooks. * Select cells, ranges, columns, and rows. * Clear cell contents. * Use Undo/Redo. * Use keyboard shortcuts. * Use AutoFill to enter a series. * Enter data in a range. * Change the Zoom size. * Use AutoCorrect, AutoComplete, and Pick from Drop-Down List. * Use Go To. * Use spell check. * Use Online Help. Change the appearance of a worksheet. * Format data, cells, and worksheets * Work with fonts, apply text attributes - change font colour. * Align cell contents: - Change vertical and horizontal alignment. - Use merge and centre. - Wrap text. * Insert columns and rows. * Change column width and row height. * Apply borders and add fill. * Remove cell formatting. * Sort data. Create formulas and work with basic functions. * Construct basic formulas using addition, subtraction, multiplication, and division using order of preference.

* Use SUM, AutoSum, AVERAGE, MIN, and MAX.
* Display formulas.
* Copy formulas.
* Use relative cell references.

Use printing and page layout features.
* Use Backstage view for printing.
* Preview and print worksheets.
* Print gridlines and headings.
* Change page orientation and margins.
* Format page placement including centering on a page.
* Insert and modify headers and footers including inserting page numbers.

Work with charts.
* Identify common types of charts (column and pie) and chart objects.
* Create a chart sheet and embedded chart/chart object and edit the chart (size, move, save, and print).
* Move a chart object to its own sheet.
* Distinguish chart elements.
* Edit and format chart titles, legends, axis titles, data labels, plot and chart areas.
* Change chart type and layout.
* Insert a header and footer into a chart sheet.

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Assignment - Email, Internet, Windows 7, and Excel	10%
Assignment - Word	10%
Test #1 - Email, Internet, Windows 7, and Excel	30%
Test #2 - Word	50%

CICE Modifications:

Preparation and Participation

1. A Learning Specialist will attend class with the student(s) to assist with inclusion in the class and to take notes.
2. Students will receive support in and outside of the classroom (i.e. tutoring, assistance with homework and assignments, preparation for exams, tests and quizzes.)
3. Study notes will be geared to test content and style which will match with modified learning outcomes.
4. Although the Learning Specialist may not attend all classes with the student(s), support will always be available. When the Learning Specialist does attend classes he/she will remain as inconspicuous as possible.

A. Further modifications may be required as needed as the semester progresses based on individual student(s) abilities and must be discussed with and agreed upon by the instructor.

B. Tests may be modified in the following ways:

1. Tests, which require essay answers, may be modified to short answers.

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2. Short answer questions may be changed to multiple choice or the question may be simplified so the answer will reflect a basic understanding.
3. Tests, which use fill in the blank format, may be modified to include a few choices for each question, or a list of choices for all questions. This will allow the student to match or use visual clues.
4. Tests in the T/F or multiple choice format may be modified by rewording or clarifying statements into layman's or simplified terms. Multiple choice questions may have a reduced number of choices.

C. Tests will be written in CICE office with assistance from a Learning Specialist.

The Learning Specialist may:

1. Read the test question to the student.
2. Paraphrase the test question without revealing any key words or definitions.
3. Transcribe the student's verbal answer.
4. Test length may be reduced and time allowed to complete test may be increased.

D. Assignments may be modified in the following ways:

1. Assignments may be modified by reducing the amount of information required while maintaining general concepts.
2. Some assignments may be eliminated depending on the number of assignments required in the particular course.

The Learning Specialist may:

1. Use a question/answer format instead of essay/research format
2. Propose a reduction in the number of references required for an assignment
3. Assist with groups to ensure that student comprehends his/her role within the group
4. Require an extension on due dates due to the fact that some students may require additional time to process information
5. Formally summarize articles and assigned readings to isolate main points for the student
6. Use questioning techniques and paraphrasing to assist in student comprehension of an assignment

E. Evaluation:

Is reflective of modified learning outcomes.

NOTE: Due to the possibility of documented medical issues, CICE students may require alternate methods of evaluation to be able to acquire and demonstrate the modified learning outcomes

Date:	September 15, 2022
Addendum:	Please refer to the course outline addendum on the Learning Management System for further information.