

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



**SAULT
COLLEGE**

COURSE OUTLINE

COURSE TITLE: ACE Computers

CODE NO. : CPT 93

SEMESTER:

PROGRAM: ACADEMIC AND CAREER ENTRANCE (ACE)

AUTHOR: Penny Perrier / Dan Kachur

DATE: June 2010 **PREVIOUS OUTLINE DATED:** June 2008
APPROVED: "Penny Perrier" Aug/10

	CHAIR	DATE
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TOTAL CREDITS: 3

PREREQUISITE(S):

HOURS/WEEK: 4 hrs/week

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For additional information, please contact Penny Perrier, Chair
School of Continuing Education, Business and Hospitality
(705) 759-2554, Ext. 2754

I. COURSE DESCRIPTION: This course prepares learners to perform intermediate computer skills needed to succeed in further studies as well as providing practical skills for those who wish to move directly to the world of work. It enables students to create complete documents, develop basic spreadsheets, build a computer presentation and examine basic database functions.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Use word processing software to produce complete documents for academic, vocational and personal use.

Potential Elements of the Performance:

- Format with various fonts and font styles
- Work with cut, copy and paste
- Change line and paragraph spacing and alignment
- Work with tabs and indents
- Add bullets and numbering
- Apply borders and shading
- Add footnotes and endnotes
- Set document margins
- Insert page breaks
- Insert headers/footers and page numbers
- Insert a table
- Insert clipart
- Work with print setup and print preview

This section will constitute 20% of the course.

2. Produce and manipulate spreadsheets in order to perform basic financial analysis and calculations.

Potential Elements of the Performance:

- Understand the purpose and function of a spreadsheet
- Identify the major parts of a spreadsheet window
- Understand and use formulas
- Enter labels, values and use autosum
- Edit cell contents
- Enter and edit formulas and functions
- Switch worksheet views

- Insert and type functions
- Copy/move cell entries
- Demonstrate understanding of relative vs absolute address
- Round values with a function
- Format values
- Change fonts, attributes and alignment
- Adjust column width
- Insert and delete rows and columns
- Apply colours, patterns and borders
- Apply conditional formatting
- Name and move a sheet
- Check spelling
- Plan and create a chart or pie chart
- Move and resize a chart
- Work with print setup and print preview
- Format a chart
- Annotate and draw a chart

This section will constitute 30% of the course.

3. **Build and enhance computer presentations for academic and business use.**

Potential Elements of the Performance:

- Define presentation software
- Plan an effective presentation
- Examine and identify parts of the PowerPoint window
- Enter slide text
- Add a new slide
- Apply design Themes
- Compare the presentation views
- Print a presentation
- Enter text in Outline mode
- Convert text to SmartArt
- Insert, modify, edit and duplicate shapes
- Add headers and footers
- Insert text from Word
- Insert ClipArt, WordArt and pictures
- Insert and edit a chart
- Insert a table
- Work with Masters and customize the Background style
- Utilize the Slide Show commands with transitions and timings
- Set Animation effects

This section will constitute 25% of the course.

4. **Work within a Relational Database to enter and search data.**

Potential Elements of the Performance:

- Open a database and enter data
- Create a database and table that has a primary key
- Set the relationship between two tables
- Create and modify queries
- Work with AND, OR and SUM in queries
- Create and modify forms
- Create and modify reports using queries
- Utilize search to find data
- Filter the data
- Format a datasheet

This section will constitute 25% of the course.

III. TOPICS:

1. Enhancing documents
2. Using spreadsheets
3. Presentation creation
4. Getting started with Access

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Microsoft® Office 2007 Windows XP Edition – Illustrated Series –
Introductory, Beskeen, Cram, Duffy, Friedrichsen, Reding
ISBN 13:978-1-4188-6047-9

V. EVALUATION PROCESS/GRADING SYSTEM:

There will be 1 test and 1 or more labs for each section of the course.

Marks for each category:

Enhancing documents	20%
Using spreadsheets	30%
Creating presentations	25%
Using databases	25%

70% is the minimum grade required to pass in each test.

The following semester grades will be assigned to students:

Grade	<u>Definition</u>
A+	90 – 100%
A	80 – 89%
B	70 - 79%
F (Fail)	69% and below
CR (Credit)	Credit for diploma requirements has been awarded.
S	Satisfactory achievement in field /clinical placement or non-graded subject area.
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.
NR	Grade not reported to Registrar's office.
W	Student has withdrawn from the course without academic penalty.

VI. SPECIAL NOTES:

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session

VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.