

I. COURSE DESCRIPTION:

This course is designed to provide the student with the necessary skills related to application software for the PC environment (at the introductory post-secondary level). The student will gain a basic understanding of the operating system Windows XP. Students will learn how to search the internet using various search engines. MS Word, a word-processing package, will be utilized to create documents. Outlook will be another component of the course in which the student will learn e-mail communication and desktop information management.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Demonstrate the use of Outlook 2000.

Potential Elements of the Performance:

Use Outlook 2000 to:

- create and print a contact list
- utilize appointment lists
- create a task list
- compose, send and receive e-mail
- attach a file
- use the contact list
- create mail folders
- utilize mail folders

This learning outcome will constitute 15% of the course.

2. Utilize the internet to research information.

Potential Elements of the Performance:

- explain terminology related to the internet
- start and close browser
- use search engines to find information
- perform common tasks such as researching flight schedules, locating city maps, renting a car
- complete commercial activities such as locating government information, shipping and tracking packages, shopping for products
- conduct a job search

This learning outcome will constitute 20% of the course.

3. **Produce a multi-page document containing special formats using Word 2000.**

Potential Elements of the Performance:

a) **Basic Word Processing**

- name and use all the keys on the keyboard
- define word-wrap, overtype, insert
- distinguish between the insert and overtype modes
- create, save, retrieve, edit and print a simple document
- spell-check a document, use AutoCorrect, and use the thesaurus
- utilize keyboard shortcuts
- use grammar check

b) **Select-Then-Do Commands**

- use find, replace, and go to commands
- use format font commands
- use format paragraph, borders and shading, page setup

c) **Enhancing a Document: The Web and Other Resources**

- describe object linking and embedding
- insert clipart and/or a photograph
- use format picture commands
- use Wordart
- utilize the Web toolbar
- insert a hyperlink and/or footnote or endnote
- use wizards and templates to create a document

This learning outcome will constitute 25% of the course.

4. **Produce a computer-generated document using advanced features: outlines, tables, styles, and sections.**

Potential Elements of the Performance:

- create a bulleted or numbered list which includes multi-levels
- create a table and insert into a document
- use auto-format commands
- create headers and footers; insert page numbers
- create an index and a table of contents

This learning outcome will constitute 12.5% of the course.

5. Create a newsletter using Word 2000.

Potential Elements of the Performance:

- design and implement a multicolumn newsletter
- define a quote and a reverse; explain how to implement these features
- insert a picture using clipart or clipart web gallery
- use the drawing toolbar
- insert a watermark
- create and edit a graph in Word

This learning outcome will constitute 12.5% of the course.

6. Demonstrate knowledge of disk, directory and file structures.

Potential Elements of the Performance:

- use the Windows desktop
- utilize the Help function
- format a floppy disk
- create and organize folders and copy and/or move files identify different file extensions
- increasing productivity using shortcuts and the control panel

This learning outcome will constitute 15% of the course.

III. TOPICS:

1. E-mail
2. Internet Browser
3. Word 2000
 - a. Microsoft Word 2000: What Will Word Processing Do For Me?
 - b. Gaining Proficiency: Editing and Formatting
 - c. Enhancing a Document: The Web and Other Resources
 - d. Advanced Features: Outlines, Tables, Styles, and Sections
 - e. Desktop Publishing: Creating a Newsletter
4. Windows XP

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Exploring Microsoft Word 2000, Robert T. Grauer, Maryann Barber, ISBN 0-13-020489-7

3 – 3 1/2” high-density floppy diskettes

V. EVALUATION PROCESS/GRADING SYSTEM:

E-mail Assignment	15%
Internet Assignment	20%
Word Assignments	20%
Windows Assignment	15%
Tests	<u>30%</u>
Total	100%

Tests and Assignments

- 1. Assignments must be submitted by the due date. Late Assignments will not be accepted for grading.**
- 2. Students are expected to be present to write scheduled Tests. No re-write of tests will be offered.**
- 3. Plagiarism and/or the improper completion of assignments will result in an F grade issued to the student and expulsion from the course. (As per “Student Rights and Responsibilities Handbook”)**
- 4. Attendance is critical for successful completion of the course.**

The following semester grades will be assigned to students in postsecondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	4.00
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 - 59%	1.00
F (Fail)	49% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	

U	Unsatisfactory achievement in field placement or non-graded subject areas.
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies & Procedures Manual – Deferred Grades</i>).
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has not been possible for the faculty member to report grades.

VI. SPECIAL NOTES:

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course outline amendments:

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. .

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.