



## COURSE OUTLINE: COM102 - COMPUTERS-HUMAN SERV

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Approved: Sherri Smith, Chair, Natural Environment, Business, Design and Culinary

<b>Course Code: Title</b>	COM102: COMPUTERS IN HUMAN SERVICES					
<b>Program Number: Name</b>	3060: PRE-HEALTH CERT DIPL					
<b>Department:</b>	OFFICE ADMINISTRATION					
<b>Semesters/Terms:</b>	18F, 19W					
<b>Course Description:</b>	This course is designed to provide students 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.					
<b>Total Credits:</b>	3					
<b>Hours/Week:</b>	2					
<b>Total Hours:</b>	30					
<b>Prerequisites:</b>	There are no pre-requisites for this course.					
<b>Corequisites:</b>	There are no co-requisites for this course.					
<b>Substitutes:</b>	BUS140, COM101, COM125, EDP122, EDP126, OEL136					
<b>Essential Employability Skills (EES) addressed in this course:</b>	<p>EES 6 Locate, select, organize, and document information using appropriate technology and information systems.</p> <p>EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.</p> <p>EES 10 Manage the use of time and other resources to complete projects.</p> <p>EES 11 Take responsibility for ones own actions, decisions, and consequences.</p>					
<b>Course Evaluation:</b>	Passing Grade: 50%,					
<b>Books and Required Resources:</b>	<p>Marquee Series: Word 2016 by Nita Rutkosky, Pierce College Puyallup, Audrey Roggenkamp, and Ian Rutkosky ISBN: 978-0-76388-324-9</p> <p>Flash Drive highly recommended (any size)</p>					
<b>Course Outcomes and Learning Objectives:</b>	<table border="1"> <thead> <tr> <th>Course Outcome 1</th> <th>Learning Objectives for Course Outcome 1</th> </tr> </thead> <tbody> <tr> <td>Demonstrate proficiency in using an up-to-date operating system for microcomputers:</td> <td> <ul style="list-style-type: none"> <li>* Identify objects on the Windows 7 desktop.</li> <li>* Practice mouse functions such as pointing, clicking, selecting, and right-clicking.</li> <li>* Use the Windows 7 Start button to run software programs.</li> <li>* Access the Windows 7 Help system.</li> <li>* Identify and use the controls in a window, resize windows, and change views.</li> <li>* Switch between programs using the taskbar.</li> <li>* Use Windows controls such as menus, toolbars, list boxes,</li> </ul> </td> </tr> </tbody> </table>	Course Outcome 1	Learning Objectives for Course Outcome 1	Demonstrate proficiency in using an up-to-date operating system for microcomputers:	<ul style="list-style-type: none"> <li>* Identify objects on the Windows 7 desktop.</li> <li>* Practice mouse functions such as pointing, clicking, selecting, and right-clicking.</li> <li>* Use the Windows 7 Start button to run software programs.</li> <li>* Access the Windows 7 Help system.</li> <li>* Identify and use the controls in a window, resize windows, and change views.</li> <li>* Switch between programs using the taskbar.</li> <li>* Use Windows controls such as menus, toolbars, list boxes,</li> </ul>	
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	<p>scroll bars, radio buttons, tabs, and check boxes.</p> <ul style="list-style-type: none"> <li>* Navigate, create, and organize folders using My Computer and Windows Explorer.</li> <li>* Move, copy, rename, and delete files.</li> <li>* Find files and folders.</li> <li>* Make appropriate backup copies of files and disks.</li> <li>* Explore Control Panel.</li> <li>* Customize the desktop.</li> <li>* Use Search tools to find programs, folders, and/or files.</li> <li>* Use Snipping tool.</li> </ul>
<b>Course Outcome 2</b>	<b>Learning Objectives for Course Outcome 2</b>
<p>Access and navigate the software required to communicate electronically:</p>	<ul style="list-style-type: none"> <li>* Open an e-mail program (Microsoft Outlook).</li> <li>* Compose and send e-mail messages to others on the same system and elsewhere.</li> <li>* View, store, sort, delete, and print messages.</li> <li>* Reply to and forward messages.</li> <li>* Create and use distribution lists.</li> <li>* Create a signature file.</li> <li>* Attach files to e-mail messages.</li> <li>* Send links and web pages via e-mail.</li> <li>* Create and utilize e-mail folders.</li> <li>* Create and manage contacts.</li> <li>* Schedule tasks and appointments with the Calendar feature.</li> <li>* Use the Notes feature including creating, categorizing, viewing, and deleting notes.</li> </ul>
<b>Course Outcome 3</b>	<b>Learning Objectives for Course Outcome 3</b>
<p>Access and navigate the software required to use the Internet efficiently as an effective research tool:</p>	<ul style="list-style-type: none"> <li>* Open and exit an Internet browser (Microsoft Internet Explorer).</li> <li>* Set the Homepage location.</li> <li>* Recognize and use hyperlinks.</li> <li>* Key URLs to reach specific web pages.</li> <li>* Create and organize Favorites.</li> <li>* Use the Help feature.</li> <li>* Print and save online information.</li> <li>* Plan and refine searches using different search engines and a variety of search tools and strategies.</li> <li>* Evaluate Web-based resources for accuracy, reliability, and overall content.</li> <li>* Use the Help feature.</li> </ul>
<b>Course Outcome 4</b>	<b>Learning Objectives for Course Outcome 4</b>
<p>Demonstrate proficiency in operating a popular word processing software package to prepare standard documents.</p>	<p>Creating and Editing a Document:</p> <ul style="list-style-type: none"> <li>* Open and exit from Microsoft Word 2010.</li> <li>* Open an existing document in Word.</li> <li>* Move the insertion point.</li> <li>* Insert, replace, and delete text.</li> <li>* Scroll and navigate in a document.</li> <li>* Select and delete text.</li> <li>* Use Undo and Redo.</li> <li>* Check the spelling and grammar in a document.</li> <li>* Use AutoCorrect.</li> <li>* Use Thesaurus.</li> <li>* Change document views.</li> </ul>

- \* 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.	
	<b>Course Outcome 6</b>	<b>Learning Objectives for Course Outcome 6</b>
	Demonstrate proficiency in operating a popular spreadsheet software package to prepare basic spreadsheets.	<ul style="list-style-type: none"> <li>* Start and exit Excel 2010.</li> <li>* Enter and edit labels and values.</li> <li>* Change the active cell.</li> <li>* Navigate between and within worksheet(s).</li> <li>* Open, name, save, print, and close workbooks.</li> <li>* Select cells, ranges, columns, and rows.</li> <li>* Clear cell contents.</li> <li>* Use Undo/Redo.</li> <li>* Use keyboard shortcuts.</li> <li>* Use AutoFill to enter a series.</li> <li>* Enter data in a range.</li> <li>* Change the Zoom size.</li> <li>* Use AutoCorrect, AutoComplete, and Pick from Drop-Down List.</li> <li>* Use Go To.</li> <li>* Use spell check.</li> <li>* Use Online Help.</li> </ul> <p>Change the appearance of a worksheet.</p> <ul style="list-style-type: none"> <li>* Format data, cells, and worksheets</li> <li>* Work with fonts, apply text attributes - change font colour.</li> <li>* Align cell contents: <ul style="list-style-type: none"> <li>- Change vertical and horizontal alignment.</li> <li>- Use merge and centre.</li> <li>- Wrap text.</li> </ul> </li> <li>* Insert columns and rows.</li> <li>* Change column width and row height.</li> <li>* Apply borders and add fill.</li> <li>* Remove cell formatting.</li> <li>* Sort data.</li> </ul> <p>Create formulas and work with basic functions.</p> <ul style="list-style-type: none"> <li>* Construct basic formulas using addition, subtraction, multiplication, and division using order of preference.</li> <li>* Use SUM, AutoSum, AVERAGE, MIN, and MAX.</li> <li>* Display formulas.</li> <li>* Copy formulas.</li> <li>* Use relative cell references.</li> </ul> <p>Use printing and page layout features.</p> <ul style="list-style-type: none"> <li>* Use Backstage view for printing.</li> <li>* Preview and print worksheets.</li> <li>* Print gridlines and headings.</li> <li>* Change page orientation and margins.</li> <li>* Format page placement including centering on a page.</li> <li>* Insert and modify headers and footers including inserting page numbers.</li> </ul> <p>Work with charts.</p> <ul style="list-style-type: none"> <li>* Identify common types of charts (column and pie) and chart</li> </ul>

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:**

<b>Evaluation Type</b>	<b>Evaluation Weight</b>	<b>Course Outcome Assessed</b>
Assignment - Email, Internet, Windows 7, and Excel	10%	
Assignment - Word	10%	
Test #1 - Email, Internet, Windows 7, and Excel	30%	
Test #2 - Word	50%	

**Date:**

July 16, 2018

Please refer to the course outline addendum on the Learning Management System for further information.

