



COURSE OUTLINE: COM102 - COMPUTERS-HUMAN SERV

Prepared: Sheree Wright and Amy Peltonen

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

Course Code: Title	COM102: COMPUTERS IN HUMAN SERVICES					
Program Number: Name	3060: PRE-HEALTH CERT DIPL					
Department:	OFFICE ADMINISTRATION					
Semesters/Terms:	18F, 19W					
Course Description:	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.					
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.					
Substitutes:	BUS140, COM101, COM125, EDP122, EDP126, OEL136					
Essential Employability Skills (EES) addressed in this course:	<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>					
Course Evaluation:	Passing Grade: 50%,					
Books and Required Resources:	<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>					
Course Outcomes and Learning Objectives:	<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"> * Identify objects on the Windows 7 desktop. * 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, </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"> * Identify objects on the Windows 7 desktop. * 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, 	
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"> * Identify objects on the Windows 7 desktop. * 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, 					



	<p>scroll bars, radio buttons, tabs, and check boxes.</p> <ul style="list-style-type: none"> * 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
<p>Access and navigate the software required to communicate electronically:</p>	<ul style="list-style-type: none"> * 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
<p>Access and navigate the software required to use the Internet efficiently as an effective research tool:</p>	<ul style="list-style-type: none"> * 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
<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"> * 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.	<ul style="list-style-type: none"> * 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. <p>Change the appearance of a worksheet.</p> <ul style="list-style-type: none"> * Format data, cells, and worksheets * Work with fonts, apply text attributes - change font colour. * Align cell contents: <ul style="list-style-type: none"> - 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. <p>Create formulas and work with basic functions.</p> <ul style="list-style-type: none"> * 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. <p>Use printing and page layout features.</p> <ul style="list-style-type: none"> * 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. <p>Work with charts.</p> <ul style="list-style-type: none"> * 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	Course Outcome Assessed
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.

