



**TOTAL CREDITS: 3**

**PREREQUISITE(S): NONE**

## **I. COURSE DESCRIPTION:**

The course will focus on three areas of study: File Management Systems, Application Software and Internet Applications.

The course will cover all the really important issues of the Windows interface. The Windows Explorer, Managing Files and Disks in Windows, creating short cuts, and using the Excessories.

Students will learn how to use a popular windows based e-mail software package to use as a communication tool to send/receive e-mail with other students, faculty, administration, and the rest of the world that have Internet e-mail addresses. Students will be introduced to the Internet, and gain an understanding of what activities are dominating the Internet; how to perform searches and integrate this information into a word processing document; how to use some of the still popular TCP/IP protocols such as FTP and TELNET .

The students will also become familiarised with the college lab configuration. Knowing where to find files, what privileges they posses, passwords, disk drives and directory structures.

The course will also introduce the MSWord word processing package, covering all the fundamental concepts to create, edit, and enhance documents.

## **II. TOPICS TO BE COVERED:**

1. E-mail.
2. Disk and File essentials, network configuration.
3. Windows fundamentals
4. Introduction to the Internet.
5. Word Processing fundamentals.

### **III. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

#### **A. Learning Outcomes:**

1. Demonstrate the use of e-mail and use many of its enhanced features.
2. Demonstrate knowledge of disk, directory and file structures, as well as understanding the lab configuration at the college.
3. Demonstrate the use of Windows.
4. Demonstrate the use of the Internet to research topics using INTERNET Tools.
5. Demonstrate the use of MSWord to create, edit and enhance documents.

#### **B. 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 e-mail and use many of its enhanced features.**

##### ***Elements of the performance :***

- Learn to use the electronic mail program in our college environment to send and retrieve mail.
- Learn to use the comprehensive and powerful features and capabilities of the package.
- Learn E-mail etiquette, what is acceptable and not acceptable when sending e-mail.
- Set up network configuration for e-mail.
- Set up advanced configuration options.
- Use the clipboard.
- Print mail messages.
- Select fonts.
- Send and receive mail messages, including attachments.
- Setting POP3 password.
- CC and BCC reply to addressing support.
- Automatically keep copies of all outgoing mail.
- Message encryption.
- Use the editor and speller.
- Delivery and proof of reading confirmation support.
- Distribution lists.
- Folder organization.
- POP3/SMTP mail protocols.

## **2. Demonstrate knowledge of disk, directory and file structures, as well as understanding the lab configuration at the college.**

### ***Elements of the performance:***

- create, change, and remove directories.
- adopt appropriate file naming conventions for file names and file extensions and recognise files that would be ASCII text files, word processing files, executable files, batch files or system files upon examination of the three character file extension
- copy files and moving files
- list files
- switching drives
- rename files
- delete files and directories
- use the on-line help
- understand the Sault College main menu
- understand the file servers and basic network configuration used at the college

## **3. Demonstrate the use of Windows.**

### ***Elements of the performance:***

- Describe the general organization of Windows 95 environment.
- Activating and switching between windows.
- Resizing, moving and arranging windows
- Moving information between windows.
- Discuss the general organization of the Windows 95 desktop, and describe the components.
- Running multiple programs simultaneously.
- Describe the various ways that programs can be run/accessed in the Windows 95 environment.
- Use the program Manager, and be able to use it to customize the Windows desktop.
- Accessing Help.
- Viewing disk contents and files.
- Creating and Organizing folders
- Use Windows Explorer to manage file operations, moving, copying and deleting.
- Discuss the use of the Control Panel, Task Bar and the Print Manager, and be able to use them to manage their environment.
- Use the recycle bin.
- Find files, caring for files and disks.
- Using the right click mouse button, short cuts.
- Install/remove programs and hardware.
- Discuss techniques to make life easier in a Windows 95 environment.

#### **4. Demonstrate the use of the Internet to research topics using INTERNET Tools.**

##### ***Elements of the performance :***

- Know what the INTERNET is and how it works.
- Demonstrate an understanding of the Internet architecture, the protocols, and addressing.
- Sign on to the Internet..
- Use a popular graphic browser.
- Utilize the World Wide Web to access resources from one common interface.
- Perform a variety of searches using some popular search engines.
- Understand the WWW client/server arrangement, and the HTML format of information .

#### **5. Demonstrate the use of MSWord to create, edit and enhance documents.**

##### ***Elements of the performance :***

- open a file, close a file, save a file produced using the word processing package
- edit the text within the file as to: bold, underline, italics, font type, font size
- edit the document as to format: margins, line spacing, centre, flush right, justification (left, right, centre, full), indent, page numbering
- use the editor provided by the word processing package for producing headers and footers
- use the spell check , and thesaurus tools provided by the word processing package
- type text that requires superscript and subscript and normal font selections
- insert graphic images into the file. (either graphic documents part of the word processing package or others such as \*.bmp, \*.gif, \*.pic). Move, and re-size the graphic images.
- Zoom in and out the page size.
- print the document using the print control feature provided by the word processing package
- discuss the difference between ASCII text files and word processing files and how to convert files into another format when opening or saving files.

## IV. EVALUATION METHODS:

The mark for this course will be arrived at as follows:

➤ E-mail Quiz	15%
➤ Windows Quiz	15%
➤ Internet Quiz	15%
➤ Word Processing Quiz	<u>15%</u>
	60%
➤ Windows Assignment	12%
➤ Internet Assignment	12%
➤ Word Processing Assignment	12%
➤ Participation	<u>4%</u>
	40%

The grading scheme used will be as follows:

A+	90 - 100%	Outstanding achievement
A	80 - 89%	Excellent achievement
B	70 - 79%	Average achievement
C	55 - 69%	Satisfactory achievement
R	Repeat	
X	Incomplete .	

## V. SPECIAL NOTES

1. In order to pass this course the student must obtain an overall **test/quiz** average of 60% or better.
2. Assignments must be submitted by the due date according to the specifications of the instructor. Late assignments will normally be given a mark of zero. Late assignments will only be marked at the discretion of the instructor in cases where there were extenuating circumstances. Ask for permission from your instructor to hand assignments in late **before** the due date.
3. Students with special needs eg. physical limitations, visual impairments, hearing impairments, learning disabilities are encouraged to discuss required accommodations confidentially with the instructor.
4. Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of students.

## VI. REQUIRED STUDENT RESOURCES

Text: Professor Handouts & Prentice Hall Information Tech. "The Right Phit"

## VII. PRIOR LEARNING ASSESSMENT

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