SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE: Introduction to Computers

CODE NO. : CTT134   **SEMESTER:** ONE

PROGRAM:

AUTHOR: MARIE ALEXANDER

DATE: Jan 2008   **PREVIOUS OUTLINE DATED:**

APPROVED:

_____   _____
                                    CHAIR   **DATE**

TOTAL CREDITS:

PREREQUISITE(S): NONE

HOURS/WEEK: 3

I.   COURSE DESCRIPTION:

This course is designed to provide students with an introduction to computers – both hardware and software. The concepts of a current computer operating system, internet, email, word processing and the basics of computer components. An active approach with hands-on exercises will ensure that students are comfortable operating the basics of a computer and can function in today's computer oriented workplaces.

II.   LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1.   Demonstrate proficiency in using a current, well recognized computer operating system. Understand the basics of computer hardware and components of a desktop computer.

Potential Elements of the Performance:

- Identify the objects on the Windows XP desktop.
- Identify the main components of a desktop computer….(mouse, keyboard, hard drive, RAM etc. and their uses)
- Practice mouse functions such as pointing, clicking, selecting, and right-clicking.
- Use the Windows XP Start button to run software programs.
- Access the Windows XP Help system.
- Access the Control Panel.
- Identify and use the controls in a window, resize windows, and change views.
- Switch between programs using the taskbar.
- Understand icons and shortcuts to programs.
- Learn how to properly install and un-install a program.
- Deal with a frozen program.
- Use Windows XP controls such as menus, toolbars, list boxes, scroll bars, radio buttons, tabs, and check boxes and understand the differences between the controls and where they are used.
- Navigate, create, and organize folders using My Computer and Windows Explorer.
- Move, copy, rename, and delete files.
- Understand file format and some different types of files.
- Find files and folders.
- Format a disk.
- Make a backup of a floppy disk.
- Burn data to a CD.

- Use a memory stick (USB).
- Understand the basics of computer viruses.

This module will constitute 30% of the course grade.

2. Access and navigate the software required to email and browse the Internet.

   Potential Elements of the Performance:

   - 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.
   - Save attachments from messages, such as digital photos.
   - Send links and web pages via e-mail.
   - Create and utilize e-mail folders.
   - Manage contacts.
   - Schedule tasks and appointments with the Calendar feature.
   - Use the Notes feature including creating, categorizing, viewing, and deleting notes.
   - Open and exit an Internet browser (Microsoft Internet Explorer).
   - Set the Homepage location.
   - Size the browser window.
   - Recognize and use hyperlinks.
   - Key URLs to reach specific web pages.
   - Create and organize Favourites.
   - Print and save web pages.
   - Perform simple searches using a variety of search engines.
   - Use the Help facility.
   - Understand the basics of email viruses.

   This module will constitute 35% of the course grade.

3. Demonstrate proficiency in operating a popular word processing software package to prepare standard documents.

   Potential Elements of the Performance:

   - Open and exit from Microsoft Word 2003.

- Open an existing document in Word.
- Access Menu Commands and Display the Task Pane.
- Navigate documents using the scroll bar or keyboard.
- Display Formatting Marks
- Change documents views.
- Use the Spelling and Grammar Checkers.
- Organize, save, and print documents.
- Create and edit a new document.
- Select and format text.
- Change document and paragraph layout.
- Change and reorganize text
- Create and modify lists.
- Work with headers and footers.
- Insert frequently used text.
- Insert references.
- Insert and modify Clip Art and pictures.
- Work with the Drawing Toolbar.
- Work with Tab Stops.
- Create and format a table.
- Create a table from existing text.
- Create decorative titles using Word Art and borders.
- Create multicolumn documents.
- Add special paragraph formatting.
- Use special character formats.
- Insert hyperlinks.
- Preview and save documents as web pages.
- Locate supporting information using tools such as the Research tool and thesaurus.
- Find objects with the Select Browse Object Button
- Create a chart with Microsoft Graph
- Format a chart.
- Add special text effects.
- Use existing styles.
- Create and modify new styles.
- Modify the Document Window
- Create an Outline using the Outline View and the Outlining Toolbar.

This module will constitute 35% of the course grade.

III.   TOPICS:

1.   Windows Operating System and Computer Components
2.   Internet and E-mail
3.   Word Processing Applications

IV.   REQUIRED RESOURCES/TEXTS/MATERIALS:

Mouse pad (optional)

V.   EVALUATION PROCESS/GRADING SYSTEM:
Tests:
Test #1 Windows XP, Computer Components   30%
Test #2 Internet and Email   35%
Test #3 Word Processing   <u>35%</u>

Total   100%

The following semester grades will be assigned to students:

Grade	Definition	*Grade Point Equivalent*
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
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:

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 your professor and/or the Special Needs office. Visit Room E1101 or call Extension 2703 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.

Communication:
The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:
Students should refer to the definition of "academic dishonesty" in *Student Code of Conduct.* 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. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

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.