
Course Name

Code No.**I. 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, general computer concepts, the concepts of microcomputer operating systems, internet, and word processing applications will be introduced. A personal E-mail account will be introduced and used throughout the course to facilitate good communications between students and faculty and simulate the modern work environment.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Apply the knowledge of microcomputer hardware and operating system software concepts to home/work situations. (10% of course content)

Potential Elements of the Performance:

- Describe the main types of computers and their uses.
 - Identify and evaluate a computer in terms of its input, processing, storage, output, and communications components.
 - Explain the importance of system software and applications software and name some common types of each.
 - Login to the network environment at Sault College.
2. Demonstrate proficiency in using an up-to-date operating system for microcomputers. (15% of course content)

Potential Elements of the Performance:

- Identify the elements of a window.
- Perform the four basic mouse operations of pointing, clicking, double-clicking, and dragging.
- Correct errors made with the mouse.
- Understand the keyboard shortcut notation.
- Use the menu commands and dialogue boxes.
- Manipulate windows and icons.
- Start and exit standard accessory applications.

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- Multitask within the Windows environment.
 - Work with files including naming conventions, directory structures, and paths.
 - Obtain online Help while using an application.
 - Identify the applications that come with Microsoft Windows 95.
 - Manage files, folders, and disks using appropriate naming conventions.
 - Create a backup diskette.
 - Follow correct backup practices to ensure data security.
3. Access and navigate the software required to browse the Internet and communicate with co-workers using e-mail. (10% of course content)

Potential Elements of the Performance:

- Open and exit an Internet browser (MS Internet Explorer).
 - Recognize and follow hyperlinks.
 - Input known addresses to reach specific web pages.
 - Print/save web pages.
 - Perform simple searches using a variety of search engines.
 - Set up and manipulate favourite websites.
 - Open an e-mail program (Netscape Outlook).
 - Configure the program to reflect personal information.
 - Send messages to others on the same system and elsewhere.
 - View, store, sort, delete, or print incoming messages.
 - Reply to or forward incoming messages.
 - Store commonly used addresses.
 - Attach files to e-mail messages.
4. Demonstrate proficiency in operating a common word processing software package to prepare standard business documents. (65% of course content)

Potential Elements of the Performance:

- Both open and exit from MS Word 2000.
- Recognize the other applications in Office 2000.
- Understand the basic capabilities of word processing software including easy access to the Internet.
- Name Word window parts and defaults.
- Access on-line help.
- Set up automatic features such as autocorrect, autoformat,

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spelling, and grammar.

- Create, format, name, save, retrieve, edit, and print a document.
- Insert clipart from a variety of sources.
- Change default formatting settings.
- Move efficiently through documents.
- Select text effectively.
- Use text-enhancing features such as bold, underline, italics, fonts, font size, highlight, colour, and animation.
- Change paragraph formats using indentation, alignment, line spacing and tab settings.
- Create bulleted and numbered lists.
- Insert leaders.
- Work with multiple documents.
- Copy and move text within documents and between documents.
- Find and replace text.
- Use the Autotext, Spelling, Grammar Checker, and Thesaurus tools.
- Customize toolbars, page layout, and margins.
- Perform standard report formatting procedures such as preventing widows/orphans, inserting page numbers, creating headers/footers, and inserting a section break.
- Create newspaper columns.
- Use printing options including print preview.
- Use Word's file management commands to create a document inventory and to manage individual files.
- Use Wizards to increase productivity.
- Create, format, and edit tables within documents.
- Apply borders and shading.
- Use the drawing toolbar.
- Save a document as a web page.
- Prepare an envelope and labels.

III. TOPICS:

1. Computer Concepts.
2. Concepts of Microcomputer Operating Systems.
3. Internet and E-Mail.
4. Word Processing Applications.

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IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Marquee Series - Microsoft Word 2000 by Rutkosky/Seguin. Published by EMC Paradigm.

New Perspectives on Microsoft Windows 95 (Brief) by Parsons/Oja. Published by Course Technology, Inc.

Three diskettes – 3 ½” high density pre-formatted 1.44 MB.

One plastic disk container.

Two letter-sized file folders to hand in assignments and tests.

Two individual diskette pockets (one to be attached to inside of each file folder)

V. EVALUATION PROCESS/GRADING SYSTEM:

ASSIGNMENTS: 30%

Windows (5%)
 E-mail/Internet (10%)
 Word Processing (15%)

TESTS 70%

#1 Windows (10%)
 Computer Concepts (10%)
 #2 Word Processing (25%)
 #3 Word processing (25%)

TOTAL 100%

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

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00

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R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory 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 and Make-up</i>).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.	

VI. SPECIAL NOTES:

1. 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 instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.
2. 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 post secondary institutions.
3. 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.

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4. 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.
5. Substitute course information is available in the Registrar's office.
6. Students who are unable to keyboard with a touch typing technique are encouraged to use the typing tutor software located on the A-Wing network and in the Learning Assistance Centre, and in the Learning Resource Centre.
7. One hundred percent completion of all assignments is expected. A zero will be assigned if not handed in on the due date. Students are advised to maintain at least one back-up of all files on diskette. A lost or damaged diskette will not be an acceptable reason for a late or incomplete assignment.
8. A disk labelled with the student's, professor's, and course name **MUST** be available with the assignment. At the professor's discretion, disks will be checked.
9. All work must be labelled with the student's name and the project information on each page.
10. If a student is unable to write a test, that student must contact the professor **PRIOR** to the end of the test. The test will then be written at a time set by the professor. If the student has contacted the professor but the reason given is not considered a legitimate emergency, the test will then be written at a time set by the professor with a 15% deduction.
11. If the student has not contacted the professor, the student will receive a mark of "0" on that test.

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12. During testing, the program's on-line help may be available. Tests will not be "open book". Students must ensure that they have the appropriate tools to do the test (i.e. diskettes, pencils, pens, etc.)
13. Academic dishonesty will result in a grade of zero (0) on the assignment or test for all involved parties. Students are expected to keep their eyes on their own work.
14. Regular attendance is expected so the professor can observe work and provide guidance as necessary.

VII. PRIOR LEARNING ASSESSMENT:

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