

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



COURSE OUTLINE

COURSE TITLE: INTRODUCTION TO COMPUTERS

CODE NO. : AOS100 **SEMESTER:** Fall 2012

PROGRAM: OFFICE ASSISTANT CERTIFICATE

AUTHOR: ROBIN DOSE

DATE: September 2012 **PREVIOUS OUTLINE DATED:**

APPROVED:

	CHAIR	DATE
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TOTAL CREDITS:

PREREQUISITE(S): NONE

HOURS/WEEK: 7.5 (Week 1-2)

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For additional information, please contact Laurie Poirier, Chair
School of Continuing Education
(705) 759-2554, Ext. 2665

- I. COURSE DESCRIPTION:** This course will familiarize students with both the hardware and software of their computer system. Graduates will be able to use the most common functions of the Windows operating system including the Windows Explorer program for file management and will be able to identify security risks and protect their computers from security risks such as malware. Students will have an introduction to the capabilities of the internet.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Explain the difference between hardware and software
Potential Elements of the Performance:
 - Identify various hardware components and types of software
2. Navigate the Windows 7 desktop
Potential Elements of the Performance:
 - Open, close and manipulate windows
 - Create folders, rename folders, delete folders
 - Explore the control panel
 - Customize the desktop
3. Browse the Internet using Explorer 8.0
Potential Elements of the Performance:
 - Search for information using search tools and prepare a list of web-sites
 - Download content from a web page
 - Evaluate content found on a web page
4. Identify and Protect the Computer from Security Risks
Potential Elements of the Performance:
 - Identify types of security risks
 - Identify ways of protecting against security risks

III. TOPICS:

(Note: These topics sometimes overlap several areas of skills development and are not necessarily intended to be explored in isolated learning units or in this order.)

1. Hardware vs. Software

2. Exploring Windows 7
 - Opening and manipulating windows
 - Exploring the taskbar
 - Getting help in windows
 - Browsing storage devices
 - Working with folders and files
 - Using Windows search tools
 - Customizing the desktop
3. Internet Explorer 8.0
 - Navigating the Internet using web addresses
 - Finding information using search tools
 - Download content from a web page
 - Evaluate content found on a web page
4. Security Risks
 - Defining a variety of security risks (e.g. spam, virus, malware)
 - Protecting against security risks

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Rutkosky, Nita; Sequin, Denise; Rutkosky Roggenkamp, Audrey *Marquee Series: MS Word 2010. Paradigm Publishing* (book and cd)

V. EVALUATION PROCESS/GRADING SYSTEM:

1. Assignments (80%)
2. Quizzes (20%)

The following semester grades will be assigned to students:

Grade	Definition	Grade Point Equivalent
A+	90 – 100%	
A	80 – 89%	4.00
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:**Attendance:**

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.