SAULT COLLEGE

INSTRUCTIONAL HOURS: 7.5
RECOMMENDED PRE-REQUISITE(S): N/A
CO-REQUISITES: N/A
APPROVED FOR USE IN ACADEMIC SEMESTERS: 2013-2014

COURSE DESCRIPTION:
No Computer Experience? Then this course is for you! Topics include an introduction to Windows, email, internet and word processing using Microsoft Word. Handouts will be provided.

RATIONALE:
To learn the basics of a computer and how to navigate the Windows operating system.

COURSE DELIVERY:
The course content will be presented through a blend of instructional methods which may include lecture, discussion, Internet, independent study, videos and hands-on activities.

LEARNING OBJECTIVES/OUTCOMES:
Upon successful completion of this course, the student will be able to:
- Boot up a computer
- Connect to the Internet
- Know the basic functions of Microsoft Word
- How to set up an email account
- Learn how to send and receive emails
- Learn how to save electronic files

TOPICS
- Starting Your Computer
- Internet Explorer
- Microsoft Word
- Email
- Learning about My Documents

REQUIRED COURSE MATERIAL: (to be purchased by the learner)
Not applicable.

STUDENT EVALUATION
The student's progress will be recorded using the following grades.

S - Satisfactory achievement in field /clinical placement or non-graded subject area.

U - Unsatisfactory achievement in field/clinical placement or non-graded subject area

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NOTICE TO ALL STUDENTS:	We urge you to retain this course outline for future reference. There is a charge for additional copies.