



# COURSE OUTLINE

## COM102

Prepared: Sheree Wright    Approved: Sherri Smith

<b>Course Code: Title</b>	COM102: COMPUTERS IN HUMAN SERVICES										
<b>Program Number: Name</b>	3060: PRE-HEALTH CERT DIPL										
<b>Department:</b>	OFFICE ADMINISTRATION										
<b>Semester/Term:</b>	18F										
<b>Course Description:</b>	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, and 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.										
<b>Total Credits:</b>	3										
<b>Hours/Week:</b>	2										
<b>Total Hours:</b>	30										
<b>Substitutes:</b>	BUS140, COM101, COM125, EDP122, EDP126, OEL136										
<b>Essential Employability Skills (EES):</b>	#6. Locate, select, organize, and document information using appropriate technology and information systems. #7. Analyze, evaluate, and apply relevant information from a variety of sources.										
<b>Course Evaluation:</b>	Passing Grade: 50%,										
<b>Evaluation Process and Grading System:</b>	<table border="1"> <thead> <tr> <th>Evaluation Type</th> <th>Evaluation Weight</th> </tr> </thead> <tbody> <tr> <td>Assignment - Email, Internet and Windows 7</td> <td>10%</td> </tr> <tr> <td>Assignment - Word</td> <td>10%</td> </tr> <tr> <td>Test #1 - Email, Internet and Windows 7</td> <td>30%</td> </tr> <tr> <td>Test #2 - Word</td> <td>50%</td> </tr> </tbody> </table>	Evaluation Type	Evaluation Weight	Assignment - Email, Internet and Windows 7	10%	Assignment - Word	10%	Test #1 - Email, Internet and Windows 7	30%	Test #2 - Word	50%
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<b>Books and Required Resources:</b>	Marquee Series: Word 2010 by Rutkosky, Seguin, Rutkosky, Paradigm ISBN: 978-0-76383-788-5  Flash Drive highly recommended (any size)										

**Course Outcomes and Learning Objectives:**

## **Course Outcome 1.**

Demonstrate proficiency in using an up-to-date operating system for microcomputers:

### **Learning Objectives 1.**

- \* Identify objects on the Windows 7 desktop.
- \* Practice mouse functions such as pointing, clicking, selecting, and right clicking.
- \* Use the Windows 7 Start button to run software programs.
- \* Access the Windows 7 Help system.
- \* Identify and use the controls in a window, resize windows, and change views.
- \* Switch between programs using the taskbar.
- \* Use Windows 7 controls such as menus, toolbars, list boxes, scroll bars, radio buttons, tabs, and check boxes.
- \* Navigate, create, and organize folders using My Computer and Windows Explorer.
- \* Move, copy, rename, and delete files.
- \* Find files and folders.
- \* Make appropriate backup copies of files and disks.
- \* Explore Control Panel
- \* Customize the desktop
- \* Change screen resolution
- \* Use Search tools to find programs, folders, and/or files
- \* Use Snipping tool
- \* Use Problem Step Recorder

## **Course Outcome 2.**

Access and navigate the software required to communicate electronically:

### **Learning Objectives 2.**

- \* 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.
- \* Send links and web pages via e-mail.
- \* Create and utilize e-mail folders.
- \* Create and manage contacts.
- \* Schedule tasks and appointments with the Calendar feature.
- \* Use the Notes feature including creating, categorizing, viewing, and deleting notes.

## **Course Outcome 3.**

Access and navigate the software required to use the Internet efficiently as an effective research tool:

### **Learning Objectives 3.**

- \* Open and exit an Internet browser (Microsoft Internet Explorer).
- \* Set the Homepage location.
- \* Recognize and use hyperlinks.
- \* Key URLs to reach specific web pages.
- \* Create and organize Favorites.
- \* Use the Help feature.
- \* Print and save online information.
- \* Plan and refine searches using different search engines and a variety of search tools and strategies.
- \* Evaluate Web-based resources for accuracy, reliability, and overall content.

### **Course Outcome 4.**

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

### **Learning Objectives 4.**

- \* Open and exit from Microsoft Word 2010.
- \* Open an existing document in Word.
- \* Move the insertion point.
- \* Insert, replace, and delete text.
- \* Scroll and navigate in a document.
- \* Select and delete text.
- \* Use Undo and Redo.
- \* Check the spelling and grammar in a document.
- \* Use AutoCorrect.
- \* Use Thesaurus.
- \* Change document views.
- \* Find specific text.
- \* Use the Help feature.
- \* Print a document.
- \* Create a document using a template.
- \* Create and rename a folder.
- \* Save a document in a different format.

#### **Formatting Characters and Paragraphs:**

Apply fonts and font effects.  
Use Format Painter.  
Repeat a command.  
Align text in paragraphs.  
Indent text.  
Change line and paragraph spacing.  
Reveal formatting.  
Find and replace formatting.  
Inset bullets and numbering.  
Insert symbols and special characters.  
Set tabs and tabs with leaders.  
Add borders and shading to text.  
Insert a page border.  
Apply styles.  
Change the document default formatting

Formatting and Enhancing a Document:  
Cut, copy, and paste text.  
Use the Clipboard task pane to copy and paste items.  
Change page margins, orientation, and size.  
Apply a theme.  
Insert a watermark, page colour, and page border.  
Insert page numbering.  
Insert a header and footer.  
Format a document in APA/MLA style.  
Insert citations.  
Create a works cited page.  
Edit a source.  
Use the Click and Type feature.  
Vertically align text.  
Insert, size, and move images.  
Prepare and envelope and mailing labels.

Formatting with Special Features  
Create and modify WordArt text.  
Create a drop cap.  
Insert a text box and draw a text box.  
Insert and modify shapes.  
Use SmartArt to create organizational charts and graphics.  
Create, format, and modify tables.  
Insert one file into another.  
Insert a continuous section break.  
Create and modify columns.  
Save a document as a single file web page.  
Insert a hyperlink.  
Merge letters and envelopes.

## **Course Outcome 5.**

Cite Internet sources utilizing the APA documentation format.

## **Learning Objectives 5.**

**Date:**

Tuesday, January 23, 2018

Please refer to the course outline addendum on the Learning Management System for further information.