



**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, Internet, e-mail, the concepts of microcomputer operating systems, and word processing applications will be introduced. A personal e-mail account will be used throughout the course to facilitate good communications between students and faculty and simulate the work environment.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the student will:

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

Potential Elements of the Performance:

- 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

2. Access and navigate the software required to communicate electronically.

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.
  - 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.
3. Access and navigate the software required to use the Internet efficiently as an effective research tool.

Potential Elements of the Performance:

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

Potential Elements of the Performance:

*Creating and Editing a Document*

- 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.
5. Cite Internet sources utilizing the APA documentation format.

Potential Elements of the Performance:

- Research academic writing reference materials online.
- Prepare a Works Cited page utilizing the APA style.

### III. TOPICS:

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

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

### IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Marquee Series: Word 2010. Rutkosky, Seguin, Rutkosky, Paradigm,  
ISBN: 978-0-76383-788-5 (text and cd)  
Flash Drive highly recommended (any size)

### V. EVALUATION PROCESS/GRADING SYSTEM:

**Assignments:**

E-mail, Internet, and Windows7	10%
Word	10%

**Tests:**

Test #1 E-Mail, Internet, and Windows 7	30%
Test #2 Word	<u>50%</u>

<b>Total</b>	100%
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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%	4.00

B	70-79%	3.00
C	60-69%	2.00
D	50-59%	1.00
F (Fail)	49% or 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.

Students are expected to demonstrate respect for others in the class.

Classroom disturbances will be dealt with through an escalating procedure as follows:

- One verbal warning from professor
- One e-mail notification from professor
- Removal from the classroom and meeting with professor
- Meeting with the dean which may result in suspension or expulsion from the course/program

It is expected that 100 percent of classroom work will be completed. All work must be labeled with the student's name and the project information on each page. Submitted assignments will consist of the document printouts as well as an email message with the electronic file attached, sent to the professor. Email attachments will be checked. The college network drive (S:\MyDocuments) should be used as the primary workspace. Students are responsible for maintaining back-ups of all completed files using either a memory stick (USB) or CD.

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., pencil, pen, etc.).

Students are expected to be present to write all tests during regularly scheduled classes.

If a student is not able to be present for the test, s/he must contact the professor **prior** to the time of the test, in order for alternate arrangements to be made.

If the student has not contacted the professor, the student will receive a mark of "0" on that test.

The Student Code of Conduct (found on the portal) provides guidelines and disciplinary procedures for the college community. Academic dishonesty will result in a grade of zero (0) for all involved parties.

Test papers may be returned to the student after grading in order to permit verification of the results and to review the tests. However, the student must return all test papers to the professor who will keep them on file for two weeks after the semester finish date. Any questions regarding the grading of individual tests must be brought to the professor's attention within two weeks of the date test papers are returned in class.

Regular attendance and participation is expected to ensure course information is communicated to all students. In-class observation of student work and guidance by the professor aids student success. Lectures will not be repeated in subsequent classes. A study partner/group is invaluable for notes in the event of an unavoidable absence but must not be depended upon for frequent absences.

Students are expected to check college e-mail twice daily as a minimum to ensure timely communication of course information.

## **VII. COURSE OUTLINE ADDENDUM:**

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