SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: COMPUTERS IN THE HUMAN SERVICES

CODE NO.:   COM102   **SEMESTER:**   ONE

PROGRAM: CORRECTIONAL WORKER, LAW & SECURITY,
DEVELOPMENTAL SERVICE WORKER, TEACHER
ASSISTANT, CHILD & YOUTH WORKER

AUTHOR: SHEREE WRIGHT

DATE: JULY, 1995

**PREVIOUS OUTLINE
DATED:**   NEW

APPROVED: _____   _____
      DEAN, SCHOOL OF BUSINESS &   DATE
            HOSPITALITY

Computers in the Human Services   COM102
          Course Name   Course Code

Total Credits: 3

Total Credit Hours: 34

Prerequisites: None

I.   PHILOSOPHY/GOALS:

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 (DOS), and word
processing applications (using WordPerfect) will be covered.

II. STUDENT PERFORMANCE OBJECTIVES:

Upon successful completion of this course, the student will:

1.   Be able to describe the components of a computer and outline
     the functions of each.

2.   Discuss computer software and explain the difference between
     system software and application software.

3.   Describe several types of personal computer applications
     software.

4.   Be able to use basic WordPerfect 5.1 functions.

5.   Be able to use basic DOS commands.

6.   Be able to proofread.

III. TOPICS TO BE COVERED:

1.   Overview of microcomputers: identifying the components of a
     computer and describing their functions; distinguishing
     between data and information; distinguishing between system
     software and application software; understanding the steps
     involved in purchasing, setting up and maintaining a PC; and
     formatting a disk to make it useable.

2.   Proofreading skills.

<u>Computers in the Human Services</u>   <u>COM102</u>
       Course Name   Course Code

3.   WordPerfect 5.1 basic functions: creating; saving;
      retrieving; editing; formatting; printing; moving; copying;
      spell checking; searching and replacing; changing margins
      and line spacing; indenting text; adding page numbers;
      setting tabs; using headers and footers; and viewing a
      document prior to printing.

4.   DOS 5.0 basic functions: checking date, time and default
      drive; using file specifications for files stored on disk;
      distinguishing between internal vs. external DOS commands;
      clearing the screen; copying files; listing a directory;
      renaming files; displaying the contents of a file to the
      screen; and deleting files from the disk.

IV. LEARNING ACTIVITIES/REQUIRED RESOURCES:

(1)   **INTRODUCTION TO COMPUTERS** (2 hours)

Following completion of **Module 1 – INTRODUCTION TO
COMPUTERS**, the student should be able to:

1.   Describe the components of a computer and outline their
      functions.
2.   Distinguish between data and information.
3.   Distinguish between system software and application
      software.
4.   Function in the microcomputer environment at Sault
      College.
5.   Associate the microcomputer environment at Sault
      College with the concepts of LAN and WAN networks.
6.   Understand the steps involved in purchasing, setting
      up, and maintaining a PC.
7.   Format a disk to make it useable (see DOS8 – DOS11).

<u>Resources:</u>

Read: COM1-COM30
Complete: Student Assignment 1, Student Assignment 2

          Course Name

                                                      COM102
                                                    Course Code

(2) PROOFREADING (20 minutes)

Learning Activities:

Prior to the beginning of the word processing component, the
instructor will provide students with a Proofreading Handout
reviewing proofreading techniques and exercises. Upon
completion of this handout, the student should be able to:

1.   Use appropriate proofreading techniques to ensure
     error-free documents.
2.   Recognize common proofreading errors.
3.   Interpret and use proofreading correction marks.
4.   Use proper spacing techniques when keyboarding
     punctuation marks.

Resources:

Instructor handout

(3) WORD PROCESSING USING WORDPERFECT 5.1 (26 hours)

Learning Activities:

Following completion of **Module 2 - WORD PROCESSING USING
WORDPERFECT 5.1**, the student should be able to:

Project 1 - Creating and Editing a Document

1.   Both gain access to and exit from WordPerfect.
2.   Create, name, save, retrieve, edit, and print a
     document.
3.   Use the reveal codes feature to locate text and codes.

Resources:

Read: WP1-WP26
Complete: Student Assignments 1 to 10

Project 2 - Formatting Text

4.   List the files on disk.
5.   Delete and restore text.
6.   Switch between "insert" and "typeover" mode.
7.   Underline, centre, bold, and double space text.

Computers in the Human Services   COM102
       Course Name   Course Code

8.   Use reveal codes to locate and delete unwanted text
     and/or codes.
9.   Save a document under a new name.
10. Use the spell check to locate and correct spelling
     mistakes.

Resources:

Read: WP32-WP64
Complete: Student Assignments 1 to 10

Project 3 - Moving, Searching, and Replacing Text

11. Move text to new locations within a document.
12. Apply the concept of "indentation" in a document.
13. Use the "search" and "replace" functions to effect
     global changes in a document.
14. Quit WordPerfect and save a document while doing so.

Resources:

Read: WP70-WP92
Complete: Student Assignments 1 to 10

Project 4 - Formatting a Document

15. Add page numbers to a document.
16. Change margins.
17. Use both the default and custom tabs.
18. Create and edit headers and footers.
19. Incorporate footnotes.
20. Use the View Document feature to visualize a document
     before printing.

Resources:

Read: WP98-WP128
Complete: Student Assignments 1 to 10

(4) INTRODUCTION TO DOS (4 hours)

Following completion of Module 3 - INTRODUCTION TO DOS, the
student should be able to:

<u>Computers in the Human Services</u>   COM102
          Course Name   **Course** Code

    <u>Project 1 - Working with Files on Disk</u>

1. Check and/or modify the following on a microcomputer
    system - time, date, default drive.
2. Use file specifications for files stored on disk.
3. Distinguish between internal and external DOS commands.
4. Clear the screen.
5. Copy files from one disk to another.
6. List a disk directory and understand what is displayed.
7. Rename files.
8. Display the contents of a file to the screen and print
    what is currently displayed.
9. Delete files from disk.

<u>Resources:</u>

Read: DOS2-DOS19
Complete: Student Assignments 1 to 6

IV. **METHODS OF EVALUATION:**

A+   90-100%
A   80- 90%
B   70- 79%
C   60- 69%
R   Below 60% (Repeat Grade)

GRADING:

-2   Proofreading/spelling
-1   Format errors
-1/2 Incorrect punctuation

BREAKDOWN OF FINAL GRADE:

ASSIGNMENTS	-	30%
TESTS: DOS/INTRO TO COMPUTERS	-	10%
WORDPERFECT 5.1 - TEST #1	-	30%
TEST #2	-	30%
TOTAL		100%

<u>Computers in the Human Services</u>   COM102
      Course Name   Course Code

NOTES: 1.   Students who are unable to keyboard at a minimum of 20 w.p.m. utilizing a touch typing technique are encouraged to use the All The Right Type typing tutor software located on the A-Wing network and in the Learning Assistance Centre.

            2.   Due dates for the daily assignments: 100 percent completion of all assignments is expected. Any class assignment submitted 1-3 days (holidays and weekends included) after the due date will be subject to a loss of 10 percent of the assignment value. No mark will be assigned after the third consecutive day the assignment is late.

            3.   All assignments must be accompanied by a disk, and disks should be labelled with the student's name, teacher's name, and course name. At the teacher's discretion, disks will be checked.

            4.   If a student is not able to write a test because of illness or a legitimate emergency, that student must contact the teacher <u>prior</u> to the test or as soon as possible and provide an explanation which is acceptable to the teacher (medical certificate or other appropriate proof may be required). In cases where the student has contacted the teacher and where the reason is not classified as an emergency, i.e. slept in, forgot, etc., the highest achievable grade is a "C." In cases where the student has not contacted the teacher, the student will receive a mark of "0" on that test.

WARNING: Academic dishonesty will result in a grade of zero (0) on the assignment or test for all parties.

                Students are advised to maintain a back-up of all files on diskette. Loss of output due to a lost or damaged diskette will not be an acceptable reason for a late or incomplete assignment.

VI.   REQUIRED STUDENT RESOURCES:

1.   Microcomputer Applications by Shelley and Cashman

      Includes the following modules:
      1)   Introduction to Computers
      2)   Introduction to DOS
      3)   Word Processing Using WordPerfect 5.1

2.   Disks - 3 - 3 1/2" high density 1.44 mb diskettes

3.   One plastic disk container

VII. SPECIAL NOTES:

Students with special needs (e.g. physical limitations,
visual impairments, hearing impairments, learning
disabilities) are encouraged to discuss required
accommodations confidentially with the teacher.

Your teacher reserves the right to modify the course as
deemed necessary to meet the needs of students.