

I. COURSE DESCRIPTION:

This course is designed to provide students with an introduction to computers – both hardware and software. The concepts of a current computer operating system, internet, email, word processing, spreadsheets, databases, presentation software and the basics of computer components. An active approach with hands-on exercises will ensure that students are comfortable operating the basics of a computer and can function in today's computer oriented workplaces.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. *Demonstrate proficiency in using a current, well recognized computer operating system. Understand the basics of computer hardware and components of a desktop computer.*

Potential Elements of the Performance:

- Identify the objects on the Windows 7 desktop.
- Identify the main components of a desktop computer....(mouse, keyboard, hard drive, RAM etc. and their uses)
- 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.
- Access the Control Panel.
- Identify and use the controls in a window, resize windows, and change views.
- Switch between programs using the taskbar.
- Understand icons and shortcuts to programs.
- Learn how to properly install and un-install a program.
- Deal with a frozen program.
- Use Windows 7 controls such as menus, toolbars, list boxes, scroll bars, radio buttons, tabs, and check boxes and understand the differences between the controls and where they are used.
- Navigate, create, and organize folders using My Computer and Windows Explorer.
- Move, copy, rename, and delete files.
- Understand file format and some different types of files.
- Find files and folders, use a CD, and burn data to a CD.
- Understand the basics of computer viruses.

2. Access and navigate the software required to email and browse the Internet.

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.
- Save attachments from messages, such as digital photos.
- Understand the history of the Internet
- Open and exit an Internet browser (Microsoft Internet Explorer).
- Set the Homepage location.
- Size the browser window.
- Recognize and use hyperlinks.
- Key URLs to reach specific web pages.
- Create and organize Favourites.
- Print and save web pages.
- Perform simple searches using a variety of search engines.
- Use the Help facility.
- Understand the basics of email viruses.

3. Demonstrate proficiency in operating a popular word processing software package to prepare standard documents, spreadsheets, databases and presentations.

Potential Elements of the Performance:

- Open and exit from Microsoft Word 2010.
- Open an existing document in Word.
- Access Menu Commands and Display the Task Pane.
- Navigate documents using the scroll bar or keyboard.
- Display Formatting Marks
- Change documents views.
- Use the Spelling and Grammar Checkers.
- Organize, save, and print documents.
- Create and edit a new document.
- Select and format text.
- Change document and paragraph layout.
- Change and reorganize text
- Create and modify lists.
- Work with headers and footers.
- Insert frequently used text.

- Insert references.
- Insert and modify Clip Art and pictures.
- Work with the Drawing Toolbar.
- Work with Tab Stops.
- Create and format a table.
- Create a table from existing text.
- Create decorative titles using Word Art and borders.
- Create multicolumn documents.
- Add special paragraph formatting.
- Use special character formats.
- Insert hyperlinks.
- Preview and save documents as web pages.
- Locate supporting information using tools such as the Research tool and thesaurus.
- Find objects with the Select Browse Object Button
- Create a chart with Microsoft Graph
- Format a chart.
- Add special text effects.
- Use existing styles.
- Create and modify new styles.
- Modify the Document Window
- Create an Outline using the Outline View and the Outlining Toolbar.
- Spreadsheet fundamentals
- Create Excel 2010 spreadsheets (intro)
- Understand Simple Excel formulas
- Spreadsheet design (as in Word 2010 list – tables, formatting, etc.)
- Database fundamentals (intro)
- Create a simple Access 2010 database
- Power point 2010 (intro)
- Create basic Power point Presentation

III. TOPICS:

1. Windows Operating System and Computer Components
2. Internet and E-mail
3. Word Processing, Intro to Spreadsheet, Database and Presentation Software

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Mouse pad (optional)

V. EVALUATION PROCESS/GRADING SYSTEM:

| | |
|--|-------------------|
| Test #1 Windows XP, Computer Components | 20% |
| Test #2 Internet, Email and Word Processing | 20% |
| Test #3 Intro to Spreadsheet, Database and Presentation Software | 35% |
| Assignments | 20% |
| Attendance | 5% |
| | Total 100% |

The following semester grades will be assigned to students:

| Grade | <u>Definition</u> | <i>Grade Point Equivalent</i> |
|--------------|--------------------------|-----------------------------------|
| A+ | 90 – 100% | 4.00 |
| A | 80 – 89% | 3.00 |
| B | 70 - 79% | 2.00 |
| C | 60 - 69% | 1.00 |
| D | 50 – 59% | 0.00 |
| F (Fail) | 49% and below | |

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|-------------|--|
| 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.