SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: INTRODUCTION TO COMPUTERS

CODE NO. :   CTT134   **SEMESTER:**   2

PROGRAM: PRE-TRADES

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DATE: FEB 2010   **PREVIOUS OUTLINE DATED:**   FEB 2009

APPROVED: *"Corey Meunier"*
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                              CHAIR   **DATE**

TOTAL CREDITS: TWO

PREREQUISITE(S):

HOURS/WEEK: TWO

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 XP 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 XP Start button to run software programs.
    - Access the Windows XP 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 XP 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 2007.
   - 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 2007 spreadsheets (intro)
- Understand Simple Excel formulas
- Spreadsheet design (as in Word 2007 list – tables, formatting, etc.)
- Database fundamentals (intro)
- Create a simple Access 2007 database
- Power point 2007 (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	Definition	Grade Point Equivalent
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and 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:

Course Outline Amendments:
The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Retention of Course Outlines:
It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Prior Learning Assessment:
Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

Substitute course information is available in the Registrar's office.

Disability Services:
If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Communication:
The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:
Students should refer to the definition of "academic dishonesty" in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade "C", (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Student Portal:
The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations. Announcements, news, the academic calendar of events, class cancellations, your learning management system (LMS), and much more are also accessible through the student portal. Go to https://my.saultcollege.ca.

Electronic Devices in the Classroom:
Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

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.