



## COURSE OUTLINE: COM102 - COMPUTERS-HUMAN SERV

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Approved: Sherri Smith, Chair, Natural Environment, Business, Design and Culinary

<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>Semesters/Terms:</b>	21F, 21W					
<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, Internet, e-mail, the concepts of microcomputer operating systems, spreadsheet, 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.					
<b>Total Credits:</b>	3					
<b>Hours/Week:</b>	2					
<b>Total Hours:</b>	30					
<b>Prerequisites:</b>	There are no pre-requisites for this course.					
<b>Corequisites:</b>	There are no co-requisites for this course.					
<b>Substitutes:</b>	BUS140, COM101, COM125, EDP122, EDP126, OEL136					
<b>Essential Employability Skills (EES) addressed in this course:</b>	<p>EES 6 Locate, select, organize, and document information using appropriate technology and information systems.</p> <p>EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.</p> <p>EES 10 Manage the use of time and other resources to complete projects.</p> <p>EES 11 Take responsibility for ones own actions, decisions, and consequences.</p>					
<b>Course Evaluation:</b>	<p>Passing Grade: 50%,</p> <p>A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.</p>					
<b>Books and Required Resources:</b>	<p>Marquee Series: Word 2016 by Nita Rutkosky, Pierce College Puyallup, Audrey Roggenkamp, and Ian Rutkosky ISBN: 978-0-76388-324-9</p> <p>Flash Drive highly recommended (any size)</p>					
<b>Course Outcomes and Learning Objectives:</b>	<table border="1"> <thead> <tr> <th>Course Outcome 1</th> <th>Learning Objectives for Course Outcome 1</th> </tr> </thead> <tbody> <tr> <td>Demonstrate proficiency in using an up-to-date operating system for</td> <td>           * Identify objects on the Windows 7 desktop.            * Practice mouse functions such as pointing, clicking, selecting, and right-clicking.         </td> </tr> </tbody> </table>	Course Outcome 1	Learning Objectives for Course Outcome 1	Demonstrate proficiency in using an up-to-date operating system for	* Identify objects on the Windows 7 desktop. * Practice mouse functions such as pointing, clicking, selecting, and right-clicking.	
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	microcomputers:	<ul style="list-style-type: none"> <li>* Use the Windows 7 Start button to run software programs.</li> <li>* Access the Windows 7 Help system.</li> <li>* Identify and use the controls in a window, resize windows, and change views.</li> <li>* Switch between programs using the taskbar.</li> <li>* Use Windows controls such as menus, toolbars, list boxes, scroll bars, radio buttons, tabs, and check boxes.</li> <li>* Navigate, create, and organize folders using My Computer and Windows Explorer.</li> <li>* Move, copy, rename, and delete files.</li> <li>* Find files and folders.</li> <li>* Make appropriate backup copies of files and disks.</li> <li>* Explore Control Panel.</li> <li>* Customize the desktop.</li> <li>* Use Search tools to find programs, folders, and/or files.</li> <li>* Use Snipping tool.</li> </ul>
	<b>Course Outcome 2</b>	<b>Learning Objectives for Course Outcome 2</b>
	Access and navigate the software required to communicate electronically:	<ul style="list-style-type: none"> <li>* Open an e-mail program (Microsoft Outlook).</li> <li>* Compose and send e-mail messages to others on the same system and elsewhere.</li> <li>* View, store, sort, delete, and print messages.</li> <li>* Reply to and forward messages.</li> <li>* Create and use distribution lists.</li> <li>* Create a signature file.</li> <li>* Attach files to e-mail messages.</li> <li>* Send links and web pages via e-mail.</li> <li>* Create and utilize e-mail folders.</li> <li>* Create and manage contacts.</li> <li>* Schedule tasks and appointments with the Calendar feature.</li> <li>* Use the Notes feature including creating, categorizing, viewing, and deleting notes.</li> </ul>
	<b>Course Outcome 3</b>	<b>Learning Objectives for Course Outcome 3</b>
	Access and navigate the software required to use the Internet efficiently as an effective research tool:	<ul style="list-style-type: none"> <li>* Open and exit an Internet browser (Microsoft Internet Explorer).</li> <li>* Set the Homepage location.</li> <li>* Recognize and use hyperlinks.</li> <li>* Key URLs to reach specific web pages.</li> <li>* Create and organize Favorites.</li> <li>* Use the Help feature.</li> <li>* Print and save online information.</li> <li>* Plan and refine searches using different search engines and a variety of search tools and strategies.</li> <li>* Evaluate Web-based resources for accuracy, reliability, and overall content.</li> <li>* Use the Help feature.</li> </ul>
	<b>Course Outcome 4</b>	<b>Learning Objectives for Course Outcome 4</b>
	Demonstrate proficiency in operating a popular word processing software	<p>Creating and Editing a Document:</p> <ul style="list-style-type: none"> <li>* Open and exit from Microsoft Word 2010.</li> <li>* Open an existing document in Word.</li> </ul>

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package to prepare standard documents.

- \* 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.
- \* Insert 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.

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	<ul style="list-style-type: none"> <li>* Insert a text box and draw a text box.</li> <li>* Insert and modify shapes.</li> <li>* Use SmartArt to create organizational charts and graphics.</li> <li>* Create, format, and modify tables.</li> <li>* Insert one file into another.</li> <li>* Insert a continuous section break.</li> <li>* Create and modify columns.</li> <li>* Save a document as a single file web page.</li> <li>* Insert a hyperlink.</li> <li>* Merge letters and envelopes.</li> </ul>
<b>Course Outcome 5</b>	<b>Learning Objectives for Course Outcome 5</b>
Cite Internet sources utilizing the APA documentation format.	
<b>Course Outcome 6</b>	<b>Learning Objectives for Course Outcome 6</b>
Demonstrate proficiency in operating a popular spreadsheet software package to prepare basic spreadsheets.	<ul style="list-style-type: none"> <li>* Start and exit Excel 2010.</li> <li>* Enter and edit labels and values.</li> <li>* Change the active cell.</li> <li>* Navigate between and within worksheet(s).</li> <li>* Open, name, save, print, and close workbooks.</li> <li>* Select cells, ranges, columns, and rows.</li> <li>* Clear cell contents.</li> <li>* Use Undo/Redo.</li> <li>* Use keyboard shortcuts.</li> <li>* Use AutoFill to enter a series.</li> <li>* Enter data in a range.</li> <li>* Change the Zoom size.</li> <li>* Use AutoCorrect, AutoComplete, and Pick from Drop-Down List.</li> <li>* Use Go To.</li> <li>* Use spell check.</li> <li>* Use Online Help.</li> </ul> <p>Change the appearance of a worksheet.</p> <ul style="list-style-type: none"> <li>* Format data, cells, and worksheets</li> <li>* Work with fonts, apply text attributes - change font colour.</li> <li>* Align cell contents: <ul style="list-style-type: none"> <li>- Change vertical and horizontal alignment.</li> <li>- Use merge and centre.</li> <li>- Wrap text.</li> </ul> </li> <li>* Insert columns and rows.</li> <li>* Change column width and row height.</li> <li>* Apply borders and add fill.</li> <li>* Remove cell formatting.</li> <li>* Sort data.</li> </ul> <p>Create formulas and work with basic functions.</p> <ul style="list-style-type: none"> <li>* Construct basic formulas using addition, subtraction, multiplication, and division using order of preference.</li> <li>* Use SUM, AutoSum, AVERAGE, MIN, and MAX.</li> <li>* Display formulas.</li> </ul>

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- \* Copy formulas.
- \* Use relative cell references.

Use printing and page layout features.

- \* Use Backstage view for printing.
- \* Preview and print worksheets.
- \* Print gridlines and headings.
- \* Change page orientation and margins.
- \* Format page placement including centering on a page.
- \* Insert and modify headers and footers including inserting page numbers.

Work with charts.

- \* Identify common types of charts (column and pie) and chart objects.
- \* Create a chart sheet and embedded chart/chart object and edit the chart (size, move, save, and print).
- \* Move a chart object to its own sheet.
- \* Distinguish chart elements.
- \* Edit and format chart titles, legends, axis titles, data labels, plot and chart areas.
- \* Change chart type and layout.
- \* Insert a header and footer into a chart sheet.

**Evaluation Process and Grading System:**

Evaluation Type	Evaluation Weight
Assignment - Email, Internet, Windows 7, and Excel	10%
Assignment - Word	10%
Test #1 - Email, Internet, Windows 7, and Excel	30%
Test #2 - Word	50%

**Date:**

September 7, 2021

**Addendum:**

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

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