COURSE OUTLINE: CTT134 - INTRO TO COMPUTERS

Prepared: Sandra Turgeon
Approved: Corey Meunier, Chair, Technology and Skilled Trades

Course Code: Title	CTT134: INTRODUCTION TO COMPUTERS
Program Number: Name	4005: PRE-TRADES TECHNOLGY
Department:	PRE-TRADES & TECHNOLOGY
Semesters/Terms:	20W
Course Description:	This course introduces students to computer concepts and PC software applications. Practical skills in the use of Windows, e-mail, the Internet, word processors and spreadsheets will be developed.
Total Credits:	2
Hours/Week:	30
Total Hours:	30
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Substitutes:	COM102
Essential Employability Skills (EES) addressed in this course:	EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication. EES 4 Apply a systematic approach to solve problems. EES 5 Use a variety of thinking skills to anticipate and solve problems. EES 6 Locate, select, organize, and document information using appropriate technology and information systems. EES 7 Analyze, evaluate, and apply relevant information from a variety of sources. EES 11 Take responsibility for ones own actions, decisions, and consequences.
Course Evaluation:	Passing Grade: 50%, D
Other Course Evaluation & Assessment Requirements:	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 W Student has withdrawn from the course without academic penalty.

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Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
1. Demonstrate proficiency in using a current, well recognized computer operating system. Understand the basics of computer hardware and components of a desktop computer.	1.1 Identify the objects on the Windows desktop. 1.2 Identify the main hardware components of a desktop computer (mouse, keyboard, hard drive, RAM etc., and their uses). 1.3 Practice mouse functions such as pointing, clicking, selecting, and right-clicking. 1.4 Launch software programs in Windows. 1.5 Access the Windows Help system. 1.6 Access the Control Panel. 1.7 Identify and use the controls in a window, resize windows, and change views. 1.8 Switch between programs using the taskbar. 1.9 Understand icons and shortcuts to programs. 1.10 Learn how to properly install and un-install a program. 1.11 Deal with a frozen program. 1.12 Use Windows 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. 1.13 Navigate, create, and organize folders using My Computer and Windows Explorer. 1.14 Move, copy, rename, and delete files. 1.15 Understand file formats and some different types of files. 1.16 Find files and folders. 1.17 Understand the basics of computer viruses.
Course Outcome 2	**Learning Objectives for Course Outcome 2**
2. Access and navigate the software required to email and browse the Internet.	2.1 Open an e-mail program (Microsoft Outlook 365). 2.2 Compose and send e-mail messages to others on the same system and elsewhere. 2.3 View, store, sort, delete, and print messages. 2.4 Reply to and forward messages. 2.5 Create and use contact lists. 2.6 Create a signature. 2.7 Attach files to e-mail messages. 2.8 Save attachments from messages, such as digital photos. 2.9 Understand the history of the Internet. 2.10 Open and exit an Internet browser (Microsoft Internet Explorer, Google Chrome, or Mozilla Firefox). 2.11 Set the Homepage location. 2.12 Size the browser window. 2.13 Recognize and use hyperlinks. 2.14 Type URLs in to the address bar to navigate to specific web pages. 2.15 Create and organize Favourites or Bookmarks. 2.16 Print and save web pages. 2.17 Perform simple searches using a variety of search engines. 2.18 Use the Help facility. 2.19 Understand the basics of email viruses.
Course Outcome 3	**Learning Objectives for Course Outcome 3**

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	3. Demonstrate proficiency in operating a popular word processing software package to prepare standard documents, spreadsheets, databases and presentations.	3.1 Open and exit from Microsoft Word. 3.2 Open an existing document in Word. 3.3 Access Menu Commands and Display the Task Pane. 3.4 Navigate documents using the scroll bar or keyboard. 3.5 Display Formatting Marks. 3.6 Change documents views. 3.7 Use the Spelling and Grammar Checkers. 3.8 Organize, save, and print documents. 3.9 Create and edit a new document. 3.10 Select and format text. 3.11 Change document and paragraph layout. 3.12 Change and reorganize text. 3.13 Create and modify lists. 3.14 Work with headers and footers. 3.15 Insert frequently used text. 3.16 Insert references. 3.17 Insert and modify Clip Art and pictures. 3.18 Work with the Drawing Toolbar. 3.19 Work with Tab Stops. 3.20 Create and format a table. 3.21 Create a table from existing text. 3.22 Create decorative titles using Word Art and borders. 3.23 Create multicolumn documents. 3.24 Add special paragraph formatting. 3.25 Use special character formats. 3.26 Insert hyperlinks. 3.27 Preview and save documents as web pages. 3.28 Locate supporting information using tools such as the Research tool and thesaurus. 3.29 Find objects with the Select Browse Object Button. 3.30 Create a chart with Microsoft Graph. 3.31 Format a chart. 3.32 Add special text effects. 3.33 Use existing styles. 3.34 Create and modify new styles. 3.35 Modify the Document Window 3.36 Create an Outline using the Outline View and the Outlining Toolbar. 3.37 Spreadsheet fundamentals. 3.38 Create Excel spreadsheets (intro). 3.39 Understand Simple Excel formulas. 3.40 Spreadsheet design (as in Word list - tables, formatting, etc.). 3.41 Database fundamentals (intro). 3.42 Create a simple Access database. 3.43 Power point (intro). 3.44 Create basic Power point Presentation.

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Assignments	25%
Test #1: Hardware, OS, Internet	20%
Test #2: Microsoft Word	20%

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	Test #3: Microsoft PowerPoint, Access, Excel	35%
Date:	August 28, 2019	
Addendum:	Please refer to the course outline addendum on the Learning Management System for further information.	