

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



Sault College

**COURSE OUTLINE**

**COURSE TITLE:** COMPUTER LITERACY

**CODE NO. :** CPT 90 **SEMESTER:**

**PROGRAM:** LITERACY AND BASIC SKILLS

**AUTHOR:** ROSEMARY LeBLANC

**DATE:** June 2005 **PREVIOUS OUTLINE DATED:**

**APPROVED:**

\_\_\_\_\_  
**DEAN**

\_\_\_\_\_  
**DATE**

**TOTAL CREDITS:** 3

**PREREQUISITE(S):** none

**HOURS/WEEK:** 3hrs/wk

**Copyright ©2005 The Sault College of Applied Arts & Technology**  
*Reproduction of this document by any means, in whole or in part, without prior written permission of Sault College of Applied Arts & Technology is prohibited.*  
*For additional information, please contact*

*(705) 759-2554, Ext. 2433*

- I. **COURSE DESCRIPTION:** This course introduces learners to basic computer functions needed to succeed in further studies as well as providing practical skills for those who wish to move directly to the world of work. It enables students to understand computer terminology, utilize basic Windows functions, create documents, navigate the Internet to conduct research and communicate in educational, workplace and personal settings.

II. **LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

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

1. **Use appropriate computer terminology and perform basic tasks required to operate a computer.**

Potential Elements of the Performance:

- Define the term computer.
- Describe a computer system.
- Explain the importance of computer literacy.
- Identify how computers and technology are used in our daily lives.
- Differentiate between RAM and ROM.

2. **Keyboard using proper typing techniques.**

Potential Elements of the Performance:

- Know the layout of the standard QWERTY keyboard.
- Key text at a rate of at least 10 words per minute with 90% accuracy.

3. **Communicate with others using electronic tools.**

Potential Elements of the Performance:

- Send and receive e-mail messages.
- Create a distribution list.
- Store commonly used addresses
- Develop a signature file.
- Attach files to e-mail messages
- Create and utilize e-mail folders.

4. **Access the Internet and gather information as well as demonstrate an understanding of ethical business practices related to the use of Information Technology**

Potential Elements of the Performance:

- Open and exit an Internet browser.
- Recognize and use hyperlinks
- Key URLs for specific web pages.
- Use the "history" feature.

- Create and organize “favorites.”
  - Create a folder and move items into the folder.
  - Print and save web pages.
  - Perform searches using a variety of search engines.
5. **Use appropriate functions of an operating system such as file management and apply them to application programs.**  
Potential Elements of the Performance:
- Explain what Windows XP is.
  - Manage files.
6. **Use word processing software to produce documents for academic, vocational and personal use.**  
Potential Elements of the Performance:
- Identify the components of the word processor window.
  - Select commands using menus and toolbars.
  - Create and edit a document.
  - Apply character, paragraph and document formatting, including setting custom tabs
  - Insert and modify pictures and drawn objects.
  - Save, open and print a document.

### III. TOPICS:

1. Computer Terminology
2. Keyboarding
3. Electronic Communication
4. Electronic Research
5. File Management
6. Creation of documents

### IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

A composite text has been prepared for the students based on:

Computing Fundamental Using Windows XP published by CCI Learning Solutions

Key Applications published by CCI Learning Solutions

Living Online published by CCI Learning Solutions

Two 3 ½” high density disks

**V. EVALUATION PROCESS/GRADING SYSTEM:**

There will be 5 tests and marks will be assigned for achieving the keyboarding speed and accuracy.

Marks for tests are:

Computer terminology	10%
Electronic communication	20%
Electronic research	20%
File management	15%
Document creation	30%
 *Keyboarding	 5%

\*Keyboarding mark is based on 3-minute timings with marks as follows based on speed and accuracy:

5 WPM 90%	1
6 WPM 90%	2
7 WPM 90%	3
8 WPM 90%	4
10 WPM 90%	5

The following semester grades will be assigned to students:

<b>Grade</b>	<b><u>Definition</u></b>	<b><i>Grade Point Equivalent</i></b>
A	86-100%	4
B	76-85%	3
C	66-75%	2
R	Repeat – objectives not met	0
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:**Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Special Needs office. Visit Room E1101 or call Extension 703 so that support services can be arranged for you.

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.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. 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.

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.

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

Testing (except keyboarding) will be done in the LBS testing center and must be scheduled by the student upon completion of the required materials. Students shall be permitted to rewrite the test with the lowest mark if they have failed the course and rewriting ONE test will bring the mark up to a pass.

**VII. PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

**VIII. DIRECT CREDIT TRANSFERS:**

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.