



## **I. COURSE DESCRIPTION:**

This course is designed to provide students with an opportunity to acquire the basic skills to touch type using IBM or compatible computer standard keyboard. Along with practicing keyboarding skills, students learn the basics of a variety of introductory operations in a hands on environment. The introductory concepts of Word and Excel will be taught. Through exercises, assignments and homework assignments students will become familiar with the computer hardware and software capabilities.

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

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

1. Apply the knowledge of the basic elements of computer orientation.

### Potential Elements of the Performance:

- Describe the main parts of a computer and their uses.
- Start Windows and use the mouse.
- Use the Start button.
- Resize, move, and scroll a Window.
- Maximize, restore, minimize, and close a Window.
- Understand the use of the function keys.
- Use menus and toolbars.
- Use the Help feature.

*This module will constitute 5% of the course grade.*

2. Demonstrate proficiency in using an up-to-date operating system for microcomputers.

### Potential Elements of the Performance:

- Identify the controls on the Windows XP desktop.
- Practice the mouse functions such as pointing, clicking, selecting, and right-clicking.
- Use the Windows XP Start button to run software programs.
- Explore the Windows XP Help system.
- Identify and use the controls in a window.
- Switch between programs using the taskbar.
- Use Windows XP controls such as menus, toolbars, list boxes, scroll bars, radio buttons, tabs, and check boxes.
- Enter, select, insert, and delete text using WordPad.

- Create and save a file; open and edit a file; and print a file.
- Move and copy a file; rename a file; and delete a file.
- Create a data disk.
- View the list of files on disk.
- Create and organize folders.
- Navigate through the Windows XP hierarchy.
- Backup documents to a CD.

*This learning outcome will constitute 5% of the course grade.*

3. Be able to understand the keyboard and type 35 words per minute or if already at 35 words per minute, an increase of 25 words per minute during the course period.

Potential Elements of the Performance:

- Understand the correct finger positions for all keys
- Demonstrate and perform correct keystrokes for all keys
- Practice speed using medical terminology
- Type a document using MS Word

*This module will constitute 20% of the course grade.*

4. Demonstrate proficiency in operating a common word processing software package to prepare standard business documents.

Potential Elements of the Performance:

- Open and exit from MS Word 2003.
- Define word wrap, overtype, and insert mode.
- Move, insert, replace, select, highlight, and delete text.
- Scroll and navigate in a document.
- Check spelling and grammar in a document.
- Use AutoCorrect, Thesaurus, and Office Assistant.
- Preview and print a document.
- Create a document using both a template and a wizard.
- Apply fonts, effects, and animation to text.
- Use Format Painter and repeat a command.
- Indent text; change line and paragraph spacing.
- Insert bullets, numbering, and symbols.
- Set all types of tabs.
- Add borders and shading to text; apply styles; as well as create an outline-style numbered list.
- Find and replace text.
- Cut, copy, and paste text; as well as collect paste text.
- Insert a page break, insert and modify page numbers; change

margins; change page orientation; and change views.

- Vertically align text.
- Create, modify, format, move, and apply borders and shading to a table.
- Change column widths and row heights.
- Create and modify columns.
- Create newspaper columns and revise the column structure.
- Insert and modify a header and footer.
- Insert, size, and move WordArt in a document.
- Insert, size, and move a clip art image in a document.
- Use the Drawing Toolbar.
- Prepare an envelope and label.

*This module will constitute 35% of the course grade.*

5. Demonstrate proficiency in operating a common spreadsheet software package to prepare standard business documents.
  - Open and exit from MS Excel 2003.
  - Enter, edit and delete labels.
  - Enter, edit and delete numbers.
  - Enter, edit and delete simple formulas.
  - Scroll and navigate in a document.
  - Check spelling and grammar in a document.
  - Apply fonts, and effects, to text.
  - Apply colour and lines to cells.
  - Preview and print a document.
  - Print to fit a document.
  - Enter, edit and delete headers and footers.

*This module will constitute 25% of the course grade.*

6. Access and navigate the software required for communication with co-workers using e-mail and browse the Internet.

Potential Elements of the Performance:

- Open an email program.
- Compose and send email messages to others on the same system and elsewhere.
- View, store, sort, delete, and print incoming messages.
- Reply to and forward incoming messages.
- Create and use distribution lists.
- Store commonly used addresses.
- Create and use distribution lists.

- Create a signature file.
- Attach files to email messages.
- Create and utilize email folders.
- Open and exit an Internet browser (MS Internet Explorer).
- Recognize and use the hyperlinks.
- Key URLs to reach special web pages.
- Use the history feature.
- Create and organize Favorites.
- Create a folder; move items into a folder; and delete a folder.
- Print and save web pages.
- Perform simple searches using a variety of search engines.

*This module will constitute 10% of the course grade.*

### **III. TOPICS:**

Note: These topics sometimes overlap several areas of skill development and are not necessarily intended to be explored in isolated learning units or in this order.

1. Computer Orientation
2. Keyboarding concepts and practice.
3. Concepts of Personal Computer Operating Systems
4. Word Processing Applications using Word 2003
5. Spreadsheet Applications using Excel 2003
6. Internet and E-mail

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

MasterTrack MS Office Suite 2003 – Level I

Two manila file folders (letter size) to hand in assignments  
Two 2 ½" high density disks  
Two individual diskette pockets  
Disk labels  
Disk carrying/storage case

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

**Tests:**

Test #1 Hardware/Software, Windows.....	10%
Test #2 Word 2003 .....	25%
Test #3 Excel 2003 .....	15%

**Assignments:**

Internet.....	5%
Email.....	5%
Word .....	10%
Excel .....	10%

**Typing (Word per Minute)**

Goal of 35 wpm or increase of 25 wpm.....	20%
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**Total .....** 100%

The following semester grades will be assigned to students in post-secondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies &amp; Procedures Manual - Deferred Grades and Make-up</i> ).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript	

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preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.

## 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 instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 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.

Students are expected to be present to write all tests during regularly scheduled classes.

If a student is not able to be present for the test, s/he must call and leave a voice-mail message prior to the time of the test, in order for alternate arrangements to be made. (Call Ext. 566.)

If the student has not contacted the professor, the student will receive a mark of "0" on that test.

One hundred percent completion of all assignments is expected. Late assignments will not be accepted. The assignments are due at the beginning of the class on the due date.

A disk labeled with the student's name, professor's name, and the course name MUST be available with the assignment. At the professor's discretion, disks will be checked. Students are advised to maintain at LEAST one backup of all files. A lost or damaged diskette will not be an acceptable reason for a late or incomplete assignment.

All work must be labeled with the student's name and the project information on each page. All work must be submitted in a labeled folder complete with a plastic disk pocket.

During testing, the program's on-line help may be available. Tests will not be "open book." Students must ensure that they have the appropriate tools to do the test (i.e. diskettes, pencil, pen, etc.).

During tests, students are expected to keep their eyes on their own work.

Test papers will be returned to the student after grading in order to permit verification of the results and to review the tests. However, the student will be required to return all test papers to the professor who will keep them on file for one year.

Keyboarding proficiency is encouraged. Students who are unable to keyboard with a touch type technique are encouraged to use (or purchase) the *All the Right Type* typing tutor software located on the network and in The Learning Centre.

Academic dishonesty will result in a grade of zero (0) on the assignment or test for all involved parties.

Regular attendance is expected so the professor can observe work and provide guidance as necessary.

## **VII. PRIOR LEARNING ASSESSMENT:**

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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.