



## COURSE OUTLINE: CPT 93 - ACE COMPUTERS

Prepared: Heather Ferguson

Approved: Carolyn Hepburn, Dean, Indigenous Studies and Academic Upgrading

<b>Course Code: Title</b>	CPT 93: ACE COMPUTERS				
<b>Program Number: Name</b>	8220: ACAD CAREER ENTRANCE				
<b>Department:</b>	ACAD. UPGRADING SPONSORSHIP				
<b>Semesters/Terms:</b>	18F, 19W, 19S				
<b>Course Description:</b>	This course prepares learners to perform basic computer skills 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 create documents (via MS Word, Excel and Access), prepare Power Point presentations, and navigate the Internet to conduct research.				
<b>Total Credits:</b>	4				
<b>Hours/Week:</b>	4				
<b>Total Hours:</b>	40				
<b>Prerequisites:</b>	ENG044				
<b>Corequisites:</b>	There are no co-requisites for this course.				
<b>Substitutes:</b>	ACE030				
<b>Essential Employability Skills (EES) addressed in this course:</b>	<div><div>EES 1</div><div>Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.</div></div> <div><div>EES 2</div><div>Respond to written, spoken, or visual messages in a manner that ensures effective communication.</div></div> <div><div>EES 4</div><div>Apply a systematic approach to solve problems.</div></div> <div><div>EES 5</div><div>Use a variety of thinking skills to anticipate and solve problems.</div></div> <div><div>EES 6</div><div>Locate, select, organize, and document information using appropriate technology and information systems.</div></div> <div><div>EES 7</div><div>Analyze, evaluate, and apply relevant information from a variety of sources.</div></div> <div><div>EES 10</div><div>Manage the use of time and other resources to complete projects.</div></div>				
<b>Course Evaluation:</b>	Passing Grade: 70%, B				
<b>Course Outcomes and Learning Objectives:</b>	<table><tr><th>Course Outcome 1</th><th>Learning Objectives for Course Outcome 1</th></tr><tr><td>1. Upon successful completion of this course, the student will demonstrate the ability to use word processing software to produce complete documents for academic, vocational and personal use.</td><td><div>1.1 Format with various fonts and font styles</div><div>1.2 Work with cut, copy and paste</div><div>1.3 Change line and paragraph spacing and alignment</div><div>1.4 Work with tabs and indents</div><div>1.5 Add bullets and numbering</div><div>1.6 Apply borders and shading</div><div>1.7 Add footnotes and endnotes</div><div>1.8 Set document margins</div><div>1.9 Insert page breaks</div><div>1.10 Insert headers/footers and page numbers</div></td></tr></table>	Course Outcome 1	Learning Objectives for Course Outcome 1	1. Upon successful completion of this course, the student will demonstrate the ability to use word processing software to produce complete documents for academic, vocational and personal use.	<div>1.1 Format with various fonts and font styles</div> <div>1.2 Work with cut, copy and paste</div> <div>1.3 Change line and paragraph spacing and alignment</div> <div>1.4 Work with tabs and indents</div> <div>1.5 Add bullets and numbering</div> <div>1.6 Apply borders and shading</div> <div>1.7 Add footnotes and endnotes</div> <div>1.8 Set document margins</div> <div>1.9 Insert page breaks</div> <div>1.10 Insert headers/footers and page numbers</div>
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	1.11 Insert a table 1.12 Insert clipart 1.13 Work with print setup and print preview
<b>Course Outcome 2</b>	<b>Learning Objectives for Course Outcome 2</b>
2. Upon successful completion of this course, the student will demonstrate the ability to produce and manipulate spreadsheets in order to perform basic financial analysis and calculations.	2.1 Understand the purpose and function of a spreadsheet 2.2 Identify the major parts of a spreadsheet window 2.3 Understand and use formulas 2.4 Enter labels, values and use autosum 2.5 Edit cell contents 2.6 Enter and edit formulas and functions 2.7 Switch worksheet views 2.8 Insert and type functions 2.9 Copy/move cell entries 2.10 Demonstrate understanding of relative vs absolute address 2.11 Round values with a function 2.12 Format values 2.13 Change fonts, attributes and alignment 2.14 Adjust column width 2.15 Insert and delete rows and columns 2.16 Apply colours, patterns and borders 2.17 Apply conditional formatting 2.18 Name and move a sheet 2.19 Check spelling 2.20 Plan and create a chart or pie chart 2.21 Move and resize a chart 2.22 Work with print setup and print preview 2.23 Format a chart 2.24 Annotate and draw a chart
<b>Course Outcome 3</b>	<b>Learning Objectives for Course Outcome 3</b>
3. Upon successful completion of this course, the student will demonstrate the ability to build and enhance computer presentations for academic and business use.	3.1 Define presentation software 3.2 Plan an effective presentation 3.3 Examine and identify parts of the PowerPoint window 3.4 Enter slide text 3.5 Add a new slide 3.6 Apply design Themes 3.7 Compare the presentation views 3.8 Print a presentation 3.9 Enter text in Outline mode 3.10 Convert text to SmartArt 3.11 Insert, modify, edit and duplicate shapes 3.12 Add headers and footers 3.13 Insert text from Word 3.14 Insert ClipArt, WordArt and pictures 3.15 Insert and edit a chart 3.16 Insert a table 3.17 Work with Masters and customize the Background style 3.18 Utilize the Slide Show commands with transitions and timings 3.19 Set Animation effects
<b>Course Outcome 4</b>	<b>Learning Objectives for Course Outcome 4</b>
4. Upon successful	4.1 Open a database and enter data



	completion of this course, the student will demonstrate the ability to work within a Relational Database to enter and search data.	4.2 Create a database and table that has a primary key 4.3 Set the relationship between two tables 4.4 Create and modify queries 4.5 Work with AND, OR and SUM in queries 4.6 Create and modify forms 4.7 Create and modify reports using queries 4.8 Utilize search to find data 4.9 Filter the data 4.10 Format a datasheet															
<b>Evaluation Process and Grading System:</b>	<table><tr><th>Evaluation Type</th><th>Evaluation Weight</th><th>Course Outcome Assessed</th></tr><tr><td>Creating presentations unit test and lab(s)</td><td>25%</td><td></td></tr><tr><td>Enhancing documents unit test and lab(s)</td><td>20%</td><td></td></tr><tr><td>Using databases unit test and lab(s)</td><td>25%</td><td></td></tr><tr><td>Using spreadsheets unit test and lab(s)</td><td>30%</td><td></td></tr></table>		Evaluation Type	Evaluation Weight	Course Outcome Assessed	Creating presentations unit test and lab(s)	25%		Enhancing documents unit test and lab(s)	20%		Using databases unit test and lab(s)	25%		Using spreadsheets unit test and lab(s)	30%	
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	Please refer to the course outline addendum on the Learning Management System for further information.																