

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



COURSE OUTLINE

COURSE TITLE: COMPUTERS IN THE HUMAN SERVICES
CODE NO. : COM102 **SEMESTER:** TWO
PROGRAM: PRE-HEALTH SCIENCES
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DATE: DEC 2009 **PREVIOUS OUTLINE DATED:** DEC. 2008
APPROVED: "Penny Perrier" Dec 8/09

CHAIR **DATE**
TOTAL CREDITS: 3
PREREQUISITE(S): NONE
HOURS/WEEK: 2

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I. COURSE DESCRIPTION:

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, 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.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will:

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

Potential Elements of the Performance:

- Identify the objects on the Windows XP desktop.
- Practice mouse functions such as pointing, clicking, selecting, and right-clicking.
- Use the Windows XP Start button to run software programs.
- Access the Windows XP Help system.
- Identify and use the controls in a window, resize windows, and change views.
- Switch between programs using the taskbar.
- Use Windows XP controls such as menus, toolbars, list boxes, scroll bars, radio buttons, tabs, and check boxes.
- Navigate, create, and organize folders using My Computer and Windows Explorer.
- Move, copy, rename, and delete files.
- Find files and folders.
- Make appropriate backup copies of files and disks.

2. Access and navigate the software required to communicate electronically.

Potential Elements of the Performance:

- Open an e-mail program (Microsoft Outlook).
- Compose and send e-mail messages to others on the same system and elsewhere.
- View, store, sort, delete, and print messages.
- Reply to and forward messages.
- Create and use distribution lists.
- Create a signature file.
- Attach files to e-mail messages.
- Send links and web pages via e-mail.
- Create and utilize e-mail folders.

- Create and manage contacts.
 - Schedule tasks and appointments with the Calendar feature.
 - Use the Notes feature including creating, categorizing, viewing, and deleting notes.
3. Access and navigate the software required to use the Internet efficiently as an effective research tool.
- Open and exit an Internet browser (Microsoft Internet Explorer).
 - Set the Homepage location.
 - Recognize and use hyperlinks.
 - Key URLs to reach specific web pages.
 - Create and organize Favorites.
 - Use the Help facility.
 - Print and save online information.
 - Plan and refine searches using different search engines and a variety of search tools and strategies.
 - Evaluate Web-based resources for accuracy, reliability, and overall content.
4. Cite Internet sources utilizing the APA documentation format.
- Research academic writing reference materials online.
 - Prepare a Works Cited page utilizing the APA style.
5. Demonstrate proficiency in operating a popular word processing software package to prepare standard documents.

Potential Elements of the Performance:

- Open and exit from Microsoft Word 2007.
- Open an existing document in Word.
- Access menu commands and display the task pane.
- Navigate documents using the scroll bar or keyboard.
- Display formatting marks
- Change documents views, split windows, and arrange panes.
- Use the spelling and grammar checkers.
- Organize, save, and print documents.
- Create and edit a new document.
- Select, delete, and format text (including fonts, font sizes, and font styles)
- Change document and paragraph layout (including margins, alignment, line spacing, and spacing after paragraphs).
- Use format painter.
- Change and reorganize text – use find and replace, cut, copy, and paste, use the Clipboard, move text, and undo/redo.
- Insert nonbreaking spaces and hyphens.
- Create and modify lists including customizing bullets.
- Insert and format headers and footers including insertion of page numbers.
- Insert frequently used text, including date and time and symbols. Record

and use autocorrect entries.

- Insert and modify references, footnotes, and citations.
- Insert and modify clipart, pictures, text boxes, and shapes; adjust text wrapping; apply picture styles.
- Create decorative titles using Word Art and borders.
- Work with tab stops.
- Create and format a table, including adding/deleting columns and rows, changing column width, converting text to tables, merging cells, and using predefined formats.
- Create multicolumn documents.
- Add special paragraph formatting such as borders and shading.
- Use special character formats, including small caps.
- Insert hyperlinks.
- Preview and save documents as web pages.
- Locate supporting information using tools such as the Research tool and thesaurus.

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. Windows Operating System
2. Internet and E-mail
3. Word Processing Applications

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Go Series: Word 2007, Brief. Gaskin, Preston, Preston, Ferrett.
Pearson/Prentice Hall. ISBN: 0-13-512996-8.

Thomson Nelson Guide to Web Research 2007/2008. 1st Edition. Heckman, Grant. Thomson Nelson. ISBN 10 0176424237.

Memory stick/flash drive highly recommended (any size)

Mouse pad (optional)

Disk carrying/storage case (optional)

Textbook holder/copy stand (optional)

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

Word	10%
E-mail, Internet, and Windows XP	10%

Tests:

Test #1 Word	50%
Test #2 E-Mail, Internet, and Windows XP	<u>30%</u>

Total	100%
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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%	4.00
B	70-79%	3.00
C	60-69%	2.00
D	50-59%	1.00
F (Fail)	49% or 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.	

VI. SPECIAL NOTES:**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.

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.

Prior Learning Assessment:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

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

Disability Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of "academic dishonesty" in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade "C", (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. 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.

Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations, in addition to announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more. Go to <https://my.saultcollege.ca>.

Electronic Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

Tuition Default:

Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of June will be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.

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 E1101 or call Extension 2703 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.

Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. 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.

Students are expected to demonstrate respect for others in the class. Classroom disturbances will be dealt with through an escalating procedure as follows:

- Verbal warning
- E-mail notification
- Meeting with the dean

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 contact the professor **prior** to the time of the test, in order for alternate arrangements to be made.

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

It is expected that 100 percent of classroom work will be completed. All work must be labeled with the student's name and the project information on each page. Submitted assignments will consist of the document printouts as well as an email message with the electronic file attached, sent to the professor. Email attachments will be checked.

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., pencil, pen, etc.).

During tests, students are expected to keep their eyes on their own work. Academic dishonesty will result in a grade of zero (0) on the test for all involved parties.

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 three weeks following the end of the semester.

Any questions regarding the grading of individual tests must be brought to the professor's attention within two weeks of the test paper being returned.

Regular attendance and participation is expected to ensure course information is communicated to all students. In-class observation of student work and guidance by the professor aids student success. Lectures will not be repeated in subsequent classes.

Students are expected to check college e-mail twice daily as a minimum.