

Sault College of Applied Arts & Technology

Sault Ste Marie, ON

Course Outline

Course Title: COMPUTING IN THE HUMAN SERVICES

Course No.: COM102

Program: NATIVE COLLEGE ENTRANCE

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Approved:



Dean, School of Business & Hospitality



Date

Prerequisites: NONE

Length of Course: 3 HRS/WEEK FOR 17 WEEKS

Total Credits: 3

Total Credit Hrs: 51

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I. PHILOSOPHY/GOALS:

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, general computer concepts, the concepts of microcomputer operating systems (Windows 3.1), Internet use, and word processing (using WordPerfect 6.1 for Windows) will be introduced. A personal E-mail account will be introduced and used throughout the course to facilitate good communications between students and faculty and simulate the modern work environment.

II. LEARNING OUTCOMES:

- Apply the knowledge of microcomputer hardware and operating system software concepts to home/work situations. (5% of course content)
- Demonstrate proficiency in using an up-to-date operating system for microcomputers. (15% of course content)
- Access and navigate the software required to browse the Internet and communicate with others using e-mail. (20% of course content)
- Demonstrate proficiency in operating a common word processing software package to prepare standard business documents. (60% of course content)

III. ELEMENTS OF PERFORMANCE:

Following successful completion of this course, the student should be able to:

- Apply the knowledge of microcomputer hardware and operating system software concepts to home/work situations. (5% of course content)
 - Describe the components of a computer and outline their functions.
 - Distinguish between system software and application software.
 - Function in the network environment at Sault College.
- Demonstrate proficiency in using an up-to-date, mouse-based GUI operating system for microcomputers. (15% of course content)
 - Identify the elements of a window.
 - Perform the four basic mouse operations of pointing, clicking, double-clicking, and dragging.
 - Correct errors made with the mouse.

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- Understand the keyboard shortcut notation.
 - Use the menu commands and dialogue boxes.
 - Identify the applications that come with Microsoft Windows 3.11.
 - Open and close applications.
 - Open, scroll, resize, move, activate, tile, and close windows.
 - Arrange item and group icons in their respective windows.
 - Work with files including naming conventions, directory structures, and paths.
 - Create a subdirectory.
 - Change the current drive and current directory.
 - Rename or delete a file or directory.
 - Create a backup diskette.
 - Obtain online Help while using an application.
- Access and operate the software required to browse the Internet and communicate with others using e-mail. (20% of course content)
- Open Netscape's Navigator 3 internet browser.
 - Recognize and follow links.
 - Input known addresses to reach specific web pages.
 - Perform simple searches using a variety of search engines.
 - Print web pages.
 - Set up and manipulate bookmarks.
 - Open an e-mail program.
 - Configure the program to reflect personal information.
 - Send messages to others on the same system and elsewhere.
 - View, store, sort, delete, or print incoming messages.
 - Reply to or forward incoming messages.
 - Store commonly used addresses.
- Demonstrate proficiency in operating a common word processing software package to prepare standard business documents. (60% of course content)
- Change screen defaults and margins.
 - Use the online help system.
 - Work with multiple document windows..
 - Create, format, name, save, retrieve, edit, and print documents.
 - Type a standard business letter format with a basic letterhead.
 - Prepare a simple resume.
 - Use APA formatting standards to produce a research report.
 - Use the reveal codes feature to locate and delete text and codes.
 - Select text to emphasize or justify.
 - Change font face and size.

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- Delete, insert, overtype, and recover text.
- Insert, move, and size clip art and horizontal lines.
- Use the thesaurus and spellcheck features.
- Move, copy, cut and paste, and search text.
- Set line spacing.
- Use tabs and indent features.
- Create a bulleted or numbered list.
- Use soft/hard page breaks.
- Insert the date automatically.
- Set up headers/footers.
- Set up foot/end notes, citations, and a works-cited page.
- Create and format a table.
- Enter text and formulas into a table.
- Select cells in a table to enhance, justify, or edit.

III. METHODS OF EVALUATION:

BREAKDOWN OF FINAL GRADE:

Assignments:	-	40%
Windows (5%)		
Internet (10%)		
WordPerfect (25%)		
Tests:	-	60%
#1 Windows & Computer Concepts (15%)		
#2 E-mail and Browser Use (10%)		
#3 WordPerfect (15%)		
#4 WordPerfect (20%)		

	TOTAL	100%

Mid-Term Reporting

S	Satisfactory Progress
U	Unsatisfactory Progress
R	Repeat (objectives have not been met)
NR	Grade not reported to Registrar's Office.

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Final Grade Reporting

A+	90% - 100%	Consistently Outstanding
A	80% - 89%	Outstanding Achievement
B	70% - 79%	Consistently Above Average
C	60% - 69%	Average
R	Below 60%	Repeat - Objectives of this course have not been achieved and the course must be repeated for credit.

IV. REQUIRED STUDENT RESOURCES:

- Select Lab Series - Computers in Context - Using Microcomputer Applications by Carl A. Scharpf, Microcomputer Applications - WordPerfect 6.1 by Rathswohl-Karim, and Netscape 2 by Crockett Hall. Published by Benjamin/Cummings as one package. **ISBN 0-201-34925-6.**
- 3 Disks - 3 1/2" high density pre-formatted 1.44 MB.
- One plastic disk container.

V. SPECIAL NOTES:

- Students who are unable to keyboard with a touch typing technique are encouraged to use the All The Right Type typing tutor software located on the A-Wing network and in the Learning Assistance Centre.
- 100 percent completion of all assignments is expected. A zero will be assigned after the third consecutive day (holidays and weekend included) the assignment is late. Students are advised to maintain a back-up of all files on diskette. Loss of output due to a lost or damaged diskette will not be an acceptable reason for a late or incomplete assignment.
- A disk labelled with the student's, professor's, and course name **MUST** be available with the assignment. At the professor's discretion, disks will be checked.
- If a student is not able to write a test because of illness or a legitimate emergency, that student must contact the professor prior to the test or as soon as possible and provide an explanation which is acceptable to the professor (medical certificate or other appropriate proof may be required). In cases where the student has contacted the professor and where the reason is not classified as an emergency, i.e. slept in, forgot, etc., the highest achievable grade is a "C." In cases where the

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student has not contacted the professor, the student will receive a mark of "0" on that test. **There will be no rewrites on tests.**

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

- Students with special needs (e.g. physical limitations, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the professor.
- Your professor reserves the right to modify the course as deemed necessary to meet the needs of students.