



COURSE OUTLINE: CTT0134 - INTRO TO COMPUTERS

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Approved: Martha Irwin, Chair, Community Services and Interdisciplinary Studies

Course Code: Title	CTT0134: INTRO TO COMPUTER
Program Number: Name	1120: COMMUNITY INTEGRATN
Department:	C.I.C.E.
Semesters/Terms:	19W
Course Description:	This course introduces students to computer concepts and PC software applications. Practical skills in the use of Windows, e-mail, the Internet, word processors and spreadsheets will be developed.
Total Credits:	2
Hours/Week:	30
Total Hours:	30
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Essential Employability Skills (EES) addressed in this course:	<p>EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication.</p> <p>EES 4 Apply a systematic approach to solve problems.</p> <p>EES 5 Use a variety of thinking skills to anticipate and solve problems.</p> <p>EES 6 Locate, select, organize, and document information using appropriate technology and information systems.</p> <p>EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.</p> <p>EES 11 Take responsibility for ones own actions, decisions, and consequences.</p>
Course Evaluation:	Passing Grade: 50%, D
Other Course Evaluation & Assessment Requirements:	<p>Grade Definition Grade Point Equivalent A+ 90 - 100% 4.00 A 80 - 89% B 70 - 79% 3.00 C 60 - 69% 2.00 D 50 - 59% 1.00 F (Fail)49% and below 0.00</p> <p>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 W Student has withdrawn from the course without academic penalty.</p>
Course Outcomes and	Upon successful completion of this course, the CICE student, with the assistance of a Learning



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Learning Objectives:

Specialist will acquire varying levels of skill development relevant to the following learning outcomes:

Course Outcome 1	Learning Objectives for Course Outcome 1
Demonstrate proficiency in using a current, well recognized computer operating system. Understand the basics of computer hardware and components of a desktop computer.	Identify the objects on the Windows 7 desktop. Identify the main components of a desktop computer.(mouse, keyboard, hard drive, RAM etc. and their uses) Practice mouse functions such as pointing, clicking, selecting, and right-clicking. Use the Windows 7 Start button to run software programs. Access the Windows 7 Help system. Access the Control Panel. Identify and use the controls in a window, resize windows, and change views. Switch between programs using the taskbar. Understand icons and shortcuts to programs. Learn how to properly install and un-install a program. Deal with a frozen program. Use Windows 7 controls such as menus, toolbars, list boxes, scroll bars, radio buttons, tabs, and check boxes and understand the differences between the controls and where they are used. Navigate, create, and organize folders using My Computer and Windows Explorer. Move, copy, rename, and delete files. Understand file format and some different types of files. Find files and folders. Burn data to a CD. Use a CD. Understand the basics of computer viruses.
Course Outcome 2	Learning Objectives for Course Outcome 2
Access and navigate the software required to email and browse the Internet.	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. Save attachments from messages, such as digital photos. Understand the history of the Internet Open and exit an Internet browser (Microsoft Internet Explorer). Set the Homepage location. Size the browser window. Recognize and use hyperlinks. Key URLs to reach specific web pages. Create and organize Favourites. Print and save web pages. Perform simple searches using a variety of search engines. Use the Help facility. Understand the basics of email viruses.
Course Outcome 3	Learning Objectives for Course Outcome 3
Demonstrate proficiency in	Open and exit from Microsoft Word 2010.



operating a popular word processing software package to prepare standard documents, spreadsheets, databases and presentations.

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.
 Use the Spelling and Grammar Checkers.
 Organize, save, and print documents.
 Create and edit a new document.
 Select and format text.
 Change document and paragraph layout.
 Change and reorganize text
 Create and modify lists.
 Work with headers and footers.
 Insert frequently used text.
 Insert references.
 Insert and modify Clip Art and pictures.
 Work with the Drawing Toolbar.
 Work with Tab Stops.
 Create and format a table.
 Create a table from existing text.
 Create decorative titles using Word Art and borders.
 Create multicolumn documents.
 Add special paragraph formatting.
 Use special character formats.
 Insert hyperlinks.
 Preview and save documents as web pages.
 Locate supporting information using tools such as the Research tool and thesaurus.
 Find objects with the Select Browse Object Button
 Create a chart with Microsoft Graph
 Format a chart.
 Add special text effects.
 Use existing styles.
 Create and modify new styles.
 Modify the Document Window
 Create an Outline using the Outline View and the Outlining Toolbar.
 Spreadsheet fundamentals
 Create Excel 2010 spreadsheets (intro)
 Understand Simple Excel formulas
 Spreadsheet design (as in Word 2010 list tables, formatting, etc.)
 Database fundamentals (intro)
 Create a simple Access 2010 database
 Power point 2010 (intro)
 Create basic Power point Presentation

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight	Course Outcome Assessed
Assignments	25%	
Test #1: Hardware, OS, Internet	20%	
Test #2: Microsoft Word	20%	



Test #3: Microsoft PowerPoint, Access, Excel	35%	
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CICE Modifications:**Preparation and Participation**

1. A Learning Specialist will attend class with the student(s) to assist with inclusion in the class and to take notes.
2. Students will receive support in and outside of the classroom (i.e. tutoring, assistance with homework and assignments, preparation for exams, tests and quizzes.)
3. Study notes will be geared to test content and style which will match with modified learning outcomes.
4. Although the Learning Specialist may not attend all classes with the student(s), support will always be available. When the Learning Specialist does attend classes he/she will remain as inconspicuous as possible.

A. Further modifications may be required as needed as the semester progresses based on individual student(s) abilities and must be discussed with and agreed upon by the instructor.

B. Tests may be modified in the following ways:

1. Tests, which require essay answers, may be modified to short answers.
2. Short answer questions may be changed to multiple choice or the question may be simplified so the answer will reflect a basic understanding.
3. Tests, which use fill in the blank format, may be modified to include a few choices for each question, or a list of choices for all questions. This will allow the student to match or use visual clues.
4. Tests in the T/F or multiple choice format may be modified by rewording or clarifying statements into layman's or simplified terms. Multiple choice questions may have a reduced number of choices.

C. Tests will be written in CICE office with assistance from a Learning Specialist.***The Learning Specialist may:***

1. Read the test question to the student.
2. Paraphrase the test question without revealing any key words or definitions.
3. Transcribe the student's verbal answer.
4. Test length may be reduced and time allowed to complete test may be increased.

D. Assignments may be modified in the following ways:

1. Assignments may be modified by reducing the amount of information required while maintaining general concepts.
2. Some assignments may be eliminated depending on the number of assignments required in the particular course.

The Learning Specialist may:

1. Use a question/answer format instead of essay/research format
2. Propose a reduction in the number of references required for an assignment
3. Assist with groups to ensure that student comprehends his/her role within the group
4. Require an extension on due dates due to the fact that some students may require additional time to process information
5. Formally summarize articles and assigned readings to isolate main points for the student
6. Use questioning techniques and paraphrasing to assist in student comprehension of an



assignment

E. Evaluation:

Is reflective of modified learning outcomes.

NOTE: Due to the possibility of documented medical issues, CICE students may require alternate methods of evaluation to be able to acquire and demonstrate the modified learning outcomes

Date:

December 19, 2018

Please refer to the course outline addendum on the Learning Management System for further information.

