SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE: COMPUTERS IN THE HUMAN SERVICES

CODE NO. : COM102   **SEMESTER:** TWO

PROGRAM: CHILD & YOUTH WORKER
EARLY CHILDHOOD EDUCATION
SOCIAL SERVICE WORKER
SOCIAL SERVICE WORKER – NATIVE

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DATE: DEC 2007   **PREVIOUS OUTLINE DATED:** SEPT. 2007

APPROVED:

_____   _____
                       CHAIR   **DATE**

TOTAL CREDITS: 3

PREREQUISITE(S): NONE

HOURS/WEEK: 2

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.
    - Format a disk.
    - Make appropriate backup copies of files and disks.

    This module will constitute 20% of the course grade.

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

    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.
- 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 Favourites.
- Print and save web pages.
- Perform simple searches using a variety of search tools.
- Access information such as driving instructions and telephone numbers.
- Use the Help facility.

This module will constitute 30% of the course grade.

3. 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 2003.
   - 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

This module will constitute 50% 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.   Windows Operating System
2.   Internet and E-mail
3.   Word Processing Applications

IV.   REQUIRED RESOURCES/TEXTS/MATERIALS:

Go Series: Word 2003, Brief. Gaskin, Preston, Preston, Ferrett. Pearson/Prentice Hall. ISBN: 0-13-143432-2.

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

Two 3 ½" high density disks or two compact disks (r/w)
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   20%
E-mail, Internet, and Windows XP   20%
Tests:
Test #1 Word   30%
Test #2 E-Mail, Internet, and Windows XP   30%

Total   100%

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

Grade	Definition	Grade Point Equivalent
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:

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.

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 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 must contain document printouts as well as a CD or floppy disk containing copies of electronic files. Disks 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. diskettes, 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.

It is the student's responsibility to be familiar with the course outline and department manual. Students are expected to check college e-mail twice daily as a minimum.

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

VII. PRIOR LEARNING ASSESSMENT:

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.