COURSE OUTLINE

Section 1:

Course Title: Computer Essentials

Course Code: COMP-1000

Course Description: Students are introduced to the fundamentals of various software programs and information processing systems used in today's workplace and/or educational environments. Development of the skills necessary to understand and efficiently use common workplace productivity tools are explored. The main areas of focus include: operating systems, electronic mail and groupware, word processing, spreadsheets, and electronic presentation software and their integration.

Grade Scheme: ☐ Pass/Fail ☒ Percentage   Minimum Pass Mark: 60%
Note: Some programs require a mark greater than 60% to meet graduation requirements.

Course Value: Outcome hours   OR   2 Credit(s)   45 (15 Class, 30 Lab) Hours

Pre-requisites: NONE

Co-requisites: NONE

Section 2:

Learning Outcomes and Competencies

1. **Develop general computer competency to enhance productivity in the educational environment and workplace.**
    1.1 Identify the components of a computer system.

    1.2 Navigate in a graphical user interface environment.

    1.3 Access electronic resources in network environment.

    1.4 Apply file management techniques to create, save, copy, move, rename and delete files and folders.

2. **Use email to facilitate communication in the educational environment and workplace.**
    2.1 Identify core elements of email applications.

2.2 Communicate via email using accepted business practices which include the use of proper punctuation, grammar and spelling.

2.3 Use messaging fundamentals such as send, read, reply, forward, delete, restore and purge messages.

2.4 Attach files to email messages.

2.5 Set up mailing groups.

2.6 Use groupware to schedule appointments and/or book resources.

2.7 Use electronic folders to manage messages.

3. Use word processing software to produce professional documents.

3.1 Identify core elements of word processing software.

3.2 Perform actions to create, save and print word processing documents.

3.3 Apply text formatting to documents to enhance appearance.

3.4 Modify page and paragraph layout.

3.5 Apply elements such as headers, footers and page numbers to identify sections of documents.

3.6 Insert objects such as tables and graphics to enhance appearance.

3.7 Apply source referencing.

3.8 Apply hyperlinks to connect to internal and external information.

4. Use electronic presentation software to create presentations.

4.1 Identify core elements of presentation software.

4.2 Perform actions to create, save, run and print presentations.

4.3 Apply formatting features such as headers, footers, fonts, bullets and textboxes to enhance appearance of presentations.

4.4 Apply animations and transitions to presentations.

4.5 Insert objects such as graphics and videos to presentations.

5. Use spreadsheet software to manage information.

5.1 Identify core elements of spreadsheet software.

5.2 Perform actions to create, save, and print spreadsheets.

5.3 Apply formatting features such as borders, headers, footers and conditional formatting to enhance spreadsheet appearance.

5.4 Insert charts into spreadsheets to clarify data.

5.5 Apply cell formulas and functions to calculate data.

5.6 Apply relative and absolute cell referencing.

5.7 Use multiple worksheets within a workbook to increase functionality.

Section 3:

Assessment Categories: Practical Assessments 100%

Research Component?   ☐ Yes ☒ No

Section 4:
(For administrative use only)

Is this course new?   ☐ Yes ☒ No

Is this course replacing an existing course(s)?   ☐ Yes ☒ No

If this course is replacing another, please record the name and code of the old course:

Course equivalents: AUTO-1010, WFAB3-1020, GOLFCM-109, SLM-109, HOTRM-110, SLM-102, MAM-102, CULART-102, BIOSCI-1030, COMP-1006, COMP-1005, COMP-1010, PRANURS-1026, HUMSER-1057, FOUND-1030, WINTEC-1020, CET-1050, ELMTEC-1100, ADMAST-1075, BUSADM-1000, IELTEC-1170, CELTEC-1180, HVAC-1030, AGTERO-1000, PREMAC-1000, RBM-1001, ACCTEC-1001, BUSADM-1001, ARCTEC-1020, MEDSUP-1010, RBM-1000, PLUMB-1140, SFTPFT-1060, TTM-109, EET-1006, EAST-1006, WCT-135, CRPTRY-1005, PASART-1005, WMC-1005, CONTEC-2015

Note: See Quality Procedure A01 for more details.

Catalog year of Original Course Implementation: 2012   Catalog Year of Current Version: 2013

Revision level: 2   **Version:** 2   **Date:** 2013-02   **Authorized by:** Joanne MacDonald

Accreditation and or Supporting Documents:

Additional Information:

Subject matter expert(s):   Computer Literacy Faculty

Approved by: (Program Manager)

Dave Beaton   Date Approved: **2013-02-28**

Approved by: (Curriculum Consultant)

Joanne MacDonald   Date Approved: **2013-02-28**