

Do not purchase textbooks or other course materials based on this information.
This outline is for general information purposes only and is subject to change.



RED DEER COLLEGE
COMPUTER LEARNING LAB - MICROCOMPUTER APPLICATIONS
COURSE OUTLINE - Law 126

INSTRUCTORS:	OFFICE:	PHONE:	E-MAIL:
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ASSESSMENTS:			
Brenda Blanchard Lab Coordinator	2601	357-3651	brenda.blanchard@rdc.ab.ca
TUTOR DESK:	2601	357-3652	

OFFICE HOURS: Check with staff in room 2601

REQUIRED

TEXTBOOKS: ✓ Course Guide with modules and assignment package

CLASS TIMES: Regular seminars are scheduled for your course during which the module material will be reviewed; in addition, you are expected to work through the modules on your own time. You should count on at least an additional six to nine hours a week to work on computer skills for this course.

LAB TIMES: Monday through Thursday 8:30 a.m. to 8:00 p.m.
Friday 8:30 a.m. to 4:30 p.m.
Saturday and Sunday 12:00 p.m. to 4:00 p.m.

SEMINARS: Once per week; check Timetable for day/time/location.

CLASS ROOM: 2601 - Computer Learning Lab
Students may opt to do their work in the lab and/or at home.

PRIOR LEARNING

RECOGNITION: Prior learning recognition is available for students with computer skills but application for PLAR must be completed by the add/drop date.

GENERAL DESCRIPTION:

Courses offered through the Computer Learning Lab are primarily hands-on courses, which expose the students to a breadth of computer applications and theory which will enable them to use the computer as an effective and efficient tool in their professional and everyday lives. Each course is presented through a combination of self - directed modules with instructors, tutors and other resources available in the Learning Lab to help you individually. Specific course descriptions and objectives are included later in the outline.

NOTE: There are no extensions for any modules in LAW126.

NOTE: All assignments are due by **NOON** on the prescribed dates

SUPPLIES: IBM Formatted 3.5" High Density disks

EVALUATION & GRADING:

Grading is based on a letter system ranging from an A for Excellent Performance to an F for a Failure. Refer to the back of this outline for a complete breakdown. Modules require 14/20 marks to pass; Assignments require 7/10 to pass.

Assessments and Assignments are to be scheduled at specific times during the week; please refer to staff or wallboard for listing of times available for booking.

PROCEDURES FOR USING THE COMPUTER LEARNING LAB - Room 2601

- ▶ The computer learning lab is restricted to students registered in introductory computer courses.
- ▶ When you need help, insert the HELP flag into the label holder on the side of the computer.
- ▶ **We expect you to work through the modules and to try using the Help menu before asking for help.**
- ▶ You are expected to do only computer course related work in the learning lab. There is additional lab space for general use in the drop-in lab (2602) and in the Library Information Commons.
- ▶ Pay attention to signage and postings in the learning lab for workshops and extra sessions that may be of help to you.
- ▶ If you choose to work at home and have problems, you may call the lab at 357-3652, e-mail your questions to **computer.learning@rdc.ab.ca** and/or ask us to call you (please give times we could call). Some problems cannot be resolved over the phone since troubleshooting may require viewing the screen.

Objectives:

- a) Properly start, shutdown, Log Off and exit a computer, on both a stand-alone and networked computer
- b) Point, click, double-click, right click, deselect, and drag a mouse
- c) Identify mouse pointer shapes
- d) Use and identify objects, icons, and properties of various components of a desktop, including My Computer, Recycle Bin, Start Button and Task Bar
- e) Use the HELP Menu for help within the Operating System and Applications
- f) Start and close application programs
- g) Create, save, close, and retrieve files, including saving to network drives and secondary storage and the reasons for choosing each
- h) Understand file-naming conventions
- i) Create, name, rename, delete, and restore files and folders
- j) Identify and manipulate components of a window within an application (borders, size, minimize, maximize, scroll bar, status bar, tool bar, menu bar)
- k) Open an existing document, edit text within the document, change the appearance of text using simple font effects, styles and sizes
- l) Use Print Preview and select various displays suitable for document length
- m) Print a document
- n) Use menu bar to format a document
- o) Switch between applications (multitasking)
- p) Dragging and tiling windows from different programs and within same program
- q) Explain what a Dialogue Box is by defining it; provide examples of Dialogue Boxes and how they are used
- r) Define the proper ergonomic relationship of the computer user to the computer in regard to several concepts relating to work environment
- s) Obtain an E-mail account, describe how E-mail addresses are created and identify RDC policies and ethics related to it.
- t) Use Explorer and My Computer to move and/or copy files and/or folders from one directory to another and within the same directory
- u) Select adjacent and non-adjacent files and folders to expedite the copy/move process
- v) Use keyboard shortcuts, Tool Bar icons and Menu commands to copy/move files and folders
- w) Explain the tree structure and know the difference between drives, disks, folders (directories), and documents (files)
- x) Find documents and folders with relative ease using My Computer and Explorer
- y) Use My Computer and Explorer to view contents of a disk or folder, changing View preference
- z) Locate Properties to determine amount of memory remaining in storage device
- aa) Use Properties to determine size of secondary storage device, electronically label disk and format secondary storage device
- bb) Manage printer cues, including deleting jobs sent to print
- cc) Change the appearance of the Desktop, including date/time, move/resize taskbar, create shortcuts and add programs to Start Menu
- dd) Check for viruses and explain why it is important

- ee) Access Utility Software to defrag the hard drive, make a disc backup, perform a disk cleanup and scan a disk for errors and explain why each is important
- ff) Identify parts of a simple computer system (input, processing, storage, and output) and explain how they work together
- gg) Differentiate between hardware and software and provide examples of each
- hh) Be familiar with vocabulary associated with using a computer and explain/define/provide examples for various terms

MODULE 083 - WORD PROCESSING 1

- ▶ using word wrap, editing, formatting, and correcting features
- ▶ report production following a style guide which includes a title page, reference page, header, page numbering

Prerequisites: CMPT 071 or INF 1010 & INF 1090: CMPT 072 or INF 1020

Exemptions: INF2050 (recency requirements of 2 years) or Prior Learning Assessment and Recognition

Objectives:

- a) Start the MSWord program, close an MSWord document and close the MSWord program using the application and the menu bar
- b) Identify the parts of an MSWord window
- c) Open an existing document using MSWord and My Computer
- d) Look at different views
- e) Create a new MSWord document
- f) Use the Click and Type feature
- g) Save a document in the appropriate location with a suitable file name
- h) Move around a document using Keyboard keys, Scroll bars and Go To
- i) Use print preview including one page and multiple pages
- j) Print a document using the toolbar and the menu bar, including choosing printer, range, and number of copies
- k) Create and edit text - insert, delete, identify non-printing codes, select text using different techniques, copy, move, paste, undo, redo
- l) Use editing and writing tools, including Spell Check, Grammar Check, Find and Replace
- m) Format characters - bold, italicize, underline, font, font size and font effects, using both the toolbar and menu bar
- n) Change margins using both the menu bar and the ruler
- o) Create and remove headers and footers, using all elements available on the Header/Footer toolbar, including Different First Page, Different Odd and Even and Same as Previous
- p) Insert page numbering using the Header/Footer toolbar and menu bar, including Start Page Numbering
- q) Insert date and time, using both the Header/Footer toolbar and menu bar, choosing the appropriate format and other effects
- r) Use Hotspots
- s) Choose left, center, right and full alignment, using both the toolbar and menu bar
- t) Select appropriate line spacing, using both Keyboard shortcuts and the menu bar

- u) Select left, right, First Line and Hanging indents where appropriate
- v) Select left, right, center, decimal and bar tabs, using both the ruler and menu bar, adding, removing and adjusting where appropriate
- w) Insert and delete Page Breaks where appropriate, using the menu bar and Keyboard shortcuts, understanding the difference between Hard and Soft page breaks
- x) Center text vertically on a page
- y) Use help system to perform basic and additional tasks

MODULE 92 - WORD PROCESSING II

- ▶ Managing multiple page document production
- ▶ Enhancing the visual display of text
- ▶ Efficient document production through mail merge, macros and templates

Prerequisites: CMPT 071/CMPT 083 or INF1010 & 1090/INF2050

Exemptions: INF3060 (recency requirements of 2 years) or Prior Learning Assessment and Recognition

Objectives:

- a) Insert footnotes, endnotes, headers and footers
- b) Format multiple pages and insert page numbering
- c) Use editing and writing tools, fonts, word count, thesaurus, special characters
- d) Develop templates and macros for efficient document production
- e) Save documents with passwords or as read-only
- f) Develop data sources and form letters, envelopes and labels for mail merges
- g) Autoformatting, bullets and numbering, multilevel bullets; use outline tools to organize levels in a document
- h) Insert and format graphics for size, wrapping, borders, shading and colour
- i) Insert columns and tables to enhance visual display
- j) Open, link or embed an Excel worksheet in a document
- k) Design a brochure or flyer using a column format

OTHER RESOURCES:

You may also **access your marks, download files and use additional resources** on WebCT:

<http://webct.rdc.ab.ca/>

Username: Student ID (e.g. 000123456)

Password: YYYYMMDD (your birthdate)

ADDITIONAL POLICIES

The main reason that students fail self-directed learning is not because they lack the ability, but because they fail to use proper time management to get the work done in a timely manner. Students who cram have a higher rate of failure. Don't be a casualty. Schedule yourself to work on your modules regularly and make full use of the lab, seminars, and additional resources, including WebCT. Please note the following policies:

- ◆ *There are no extensions for any modules in the LAW 126 course*
- ◆ *Failure to come in to do a scheduled assessment or assignment, or failure to provide 24 hour notice cancelling an assessment or assignment will result in a 5% penalty.*

FINAL MARKS

You must pass all modules and ten assignments to pass the course. There will be no exceptions to this policy.

If, on any module **assessment**, your first mark is insufficient, you may rewrite twice. All rewrites will be averaged with the previous score to arrive at a final module mark.

Due to the opportunity provided to practice **assignments** prior to completion in the Lab, no further opportunity will be provided to rewrite failed assignments.

Your final course grade is based on successful completion of all modules and ten assignments and is arrived at as noted above.

The following marking criteria has been developed for Computer Lab Courses:

95% to 100%	A
90% to 94.9%	A-
86% to 89.9%	B+
82% to 85.9%	B
78% to 81.9%	B-
74% to 77.9%	C+
70% to 73.9%	C