

Course Outline

1.0 IDENTIFICATION

COURSE INFORMATION

Course Name	Computer Basics with Windows 7, Word, and Excel
Course Code	INFO 10156
Course Type	Core
Program Code and Name	Business Computer Applications Certificate http://ce.mohawkcollege.ca/ceb/bca.html
Total Course Hours	36 hours
Credit Value	2 credits towards BCA certificate
Development School	Continuing Education
Department	Business Computers
Academic Year	2010/11
Approving Associate Dean	Pat MacDonald

2.0 LEARNING OVERVIEW

SUBSECTION	VALUE												
Course Description	Gain basic skills in Windows 7, Microsoft Word and Microsoft Excel. Equivalent to INFO10053 or INFO10113.												
Status of Resources REQ= Required REC= Recommended REF= Reference	<table border="1"> <thead> <tr> <th>Code or ISBN</th> <th>Name or Title</th> <th>Author/Publisher or Vendor</th> <th>Version/ Edition</th> <th>Type</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>978-0-558-72760-4</td> <td>Computer Basics with Windows 7, Word, and Excel</td> <td>Pearson</td> <td></td> <td>Text</td> <td>Req</td> </tr> </tbody> </table>	Code or ISBN	Name or Title	Author/Publisher or Vendor	Version/ Edition	Type	Status	978-0-558-72760-4	Computer Basics with Windows 7, Word, and Excel	Pearson		Text	Req
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978-0-558-72760-4	Computer Basics with Windows 7, Word, and Excel	Pearson		Text	Req								
Type of Resources Text Book OR Supply													
Pre-requisite(s) (one of the following)	<table border="1"> <thead> <tr> <th>Course Code</th> <th>Course Name</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>INFOBW001</td> <td>Workshop for Windows</td> <td></td> </tr> </tbody> </table>	Course Code	Course Name	Details	INFOBW001	Workshop for Windows							
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INFOBW001	Workshop for Windows												
Prior Learning Assessment and Recognition	<table border="1"> <tr> <td>CH</td> <td>Challenge</td> <td></td> </tr> </table>	CH	Challenge										
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3.0 COURSE CONTENT

Major modules, themes, or topics

Using Windows 7.
 Working with Windows, Programs and Files.
 Managing Files and Folders.
 Searching your Computer.
 Using eLearn
 Creating Documents with Microsoft Word 2007.
 Creating a Worksheet and Charting Data in Excel.

5.0 COURSE LEARNING OUTCOMES

Upon successful completion of the course learning outcomes, the student will reliably demonstrate the

ability to:	
LO01	Use Windows 7.
Learning Elements	
Create a New Folder and Save a File on a Removable Storage Device.	
Identify the Functions of an Operating System.	
Use the Getting Started Information and Windows Help and Support.	
Log Off, Turn Off Your Computer and View Power Options.	
Manage Your User Accounts.	
LO02	Work with Windows, Programs, and Files.
Learning Elements	
Display Libraries, Folders, and Files in a Window.	
Start Programs and Open Data Files.	
Manage the Display of Individual and Multiple Windows.	
LO03	Manage Files and Folders
Learning Elements	
Copy Files from a Removable Storage Device to the Hard Disk Drive.	
Navigate by Using Windows Explorer.	
Create, Name, and Save Files.	
Create Folders and Rename Folders and Files.	
Select Copy, and Move Files and Folders.	
Delete Files and Folders and Use the Recycle Bin.	
LO04	Search your Computer.
Learning Elements	
Search From the Start Menu.	
Search From a Folder Window.	
Save, Reuse, and Delete a Search.	
Search From the Control Panel Window and the Computer Window.	
Add Tags to Improve a Search.	
LO05	eLearn
Learning Elements	
Get comfortable using our student platform	
Checking course materials	
Sending emails	
Posting files to the drop folders	
LO06	Create Documents with Microsoft Word 2007.
Learning Elements	
Create and Save a New Document.	
Edit Text.	
Select, Delete, and Format Text.	
Print a Document.	
Navigate the Word Window.	
Add a Graphic to a Document.	
Use the Spelling and Grammar Checker.	
Preview and Print Documents, Close a Document, and Close Word.	
Use the Microsoft Help System.	

LO07	Creating a Worksheet and Charting Data in Excel.	
Learning Elements		
Create, Save, and Navigate an Excel Workbook.		
Enter and Edit Data in a Worksheet.		
Construct and Copy Formulas, Use the Sum Function, and Edit Cells.		
Format Data, Cells, and Worksheets.		
Close and Reopen a Workbook.		
Chart Data.		
Use Page Layout View, Prepare a Worksheet for Printing, and Close Excel.		
Design a Worksheet.		
Construct Formulas for Mathematical Operations.		
Format Percentages and Move Formulas.		
Create a Pie Chart and a Chart Sheet.		
Use the Excel Help System.		
6.0 ASSESSMENT		
Assessment Method	Weight	Associated Outcome(s)
Assignments	50%	LO01-LO07
Exam - Theory	25%	
Exam - Practical	25%	
TOTAL	100%	
7.0 STUDENT SUCCESS – POLICIES AND PROCEDURES		
<p>Mohawk College has developed several policies and procedures designed to protect students and provide an enriching and rewarding learning experience in which the rights of individuals are respected.</p> <p>Please be advised that these policies and procedures are subject to change. For the most up to date information on the following policies and procedures, consult http://www.mohawkcollege.ca/dept/stactiv/affairs/vp/codes.html#2</p> <p>Policies and Procedures which relate to academic issues:</p> <ul style="list-style-type: none"> • Academic Appeals Policy; • Academic Honesty Policy; • Information Technology Policy; • Mediation Procedure; • Policy on Disruptive Behaviour of Students in the Learning Environment; • Student Complaint Procedure. <p>Policies and Procedures which relate to non-academic issues:</p> <ul style="list-style-type: none"> • Human Rights Policy & Procedure; • Information Technology Security Policy; • Student Complaint Procedure; • Student Conduct Policy and Procedure; • Threats, Acts of Violence and Weapons Possession Policy and Procedure. 		

