UNIVERSITY COLLEGE OF THE FRASER VALLEY

COURSE INFORMATION

DISCIPLINE/DEPARTMENT: <u>DISABILITY RESOURCE CENTRE</u>   IMPLEMENTATION DATE: <u>SEPT. 1994</u>

Revised: _____

Career Education Certificate CED 052	**Basic Computer skills**	**n/a**
SUBJECT/NUMBER OF COURSE	**DESCRIPTIVE TITLE**	**UCFV CREDITS**

CALENDAR DESCRIPTION:
This course is designed for students new to computers and word processing. It covers the basic skills necessary to use an IBM compatible computer and the Word Perfect 5.1. word processing program.

RATIONALE:
It is highly unlikely in today's workplace that computer useage will not be required at some point. While many students coming through the school system into UCFV have the basic computer skills, a program of this type attracts many who have been out of school for many years, many of whom have not had any computer experience. It is expected that those with computer experience will be able to challenge the course by fulfilling the learning outcomes (see objectives below).

COURSE PREREQUISITES: Acceptance into Career Education Certificate Program or permission of instructor.

COURSE COREQUISITES: none

HOURS PER TERM	Lecture	hrs	**Student Directed**	
FOR EACH	**Laboratory (Computer) 18**	hrs	**Learning**	hrs
STUDENT	Seminar	hrs	Other - specify:	
	Field Experience	hrs		hrs
			TOTAL 18	**HRS**

MAXIMUM ENROLMENT: 12

Is transfer credit requested?   ☐ **Yes**   ☒ **No**

<u>AUTHORIZATION SIGNATURES:</u>

Course Designer(s):   **Chairperson:**
                                                Curriculum Committee

Department Head: **Dean:**

PAC: Approval in Principle   **PAC: Final Approval:**   **March 22, 1995**
              (Date)   **(Date)**

Basic Computer skills CED 052
NAME & NUMBER OF COURSE

SYNONYMOUS COURSES:

(a) **replaces** _____n/a_____
                    (course #)

(b) **cannot take** ____n/a_____ **for further credit**
                    (course #)

SUPPLIES/MATERIALS:

Computers, printers, paper (either the CE computer lab or the portable lab)

TEXTBOOKS, REFERENCES, MATERIALS (List reading resources elsewhere)

There will be no text for this course, but instructor developed handouts will be used as reference for skills taught during the course.

Instructor Reference:
Hutchinson, Sarah E. and Sawyer, Stacey C. Computers- The User Perspective. Richard D. Irwin, Inc. Homewood, Illinois, 1992

OBJECTIVES:

Create a professional-looking resume, using functions for efficient production.

METHODS:

A hands-on course where each student carries out functions demonstrated on computer and documented through hand-outs, using IBM compatible computers and Word Perfect software (currently 5.1, likely to change to 6.0)

STUDENT EVALUATION PROCEDURE:

40% Assignments: in class assignments (10 % each)

40% Final Project: completed resume

20% Test: short answer (10%), hands on (10%)

COURSE CONTENT:

Session #1   Computer Hardware and Software
The Keyboard
WordPerfect: Starting WordPerfect
                 Changing the default directory
                 Creating a document
                 Saving a document
                 Clearing the screen
                 Exiting WordPerfect

Session #2   WordPerfect: Review
                 Retrieving a document
                 Advanced cursor movement
                 Printing a document
                 Deleting a document

Session #3   WordPerfect: Review
                 Using the spellchecker
                 Formating text
                       Centre, flush right, bold, underline, italics

Session #4   WordPerfect: Review
                 Working with blocks of text
                   Defining a block
                   Moving a block
                   Deleting a block
                   Formatting a block

Session #5   WordPerfect: Review
                 Using Indentation
                 Changing the Margin Settings
                 Centering a Page
                 Changing Justification
Start Resume

Session #6   Finish Resume
Test