

**College of Micronesia-FSM
P. O. Box 159 ' Kolonia,
Pohnpei FM 96941**

Course Outline Cover Page

Computer Skills I
Course Title

CA 100b
Department and Num

Course Description:

The purpose of the this course is to provide basic computing skills, such as understanding Windows, and using Microsoft Word and Excel, to various government, corporate, and agency employees in the FSM.

	Hours per Week		No. of Week		Total Hours	Semester Cr
Lecture	20	x	2.4	=	48/16	3
Laboratory		x				
Workshop		x				

Course Prepared by: Charles Musana **State** Pohnpei -national camp

Total Semester Credits 3

Purpose of Course:

Degree Requirement	
Degree Elective	
Certificate	
Remedial	
Other (workshop)	

Prerequisite Course(s): None
Date Approved by Committee: 4/28/1998
Date Approved by President: 4/30/98

CERTIFICATE IN COMPUTER SKILLS I

Business Training Course Outline

I. COURSE OBJECTIVES

A. General Objective:

The purpose of this course is to provide basic computing skills, such as understanding Windows, and using Microsoft Word and Excel, to various government, corporate, and agency employees in the FSM.

B. Specific Objectives: After completing the training, participants will be able to:

1. Communicate using MS Windows by opening various applications and opening, saving, printing, and closing files.
2. Start MS Word; type and format a document; cut and paste text; and insert page numbers.
3. Use tools such as Spell check and Thesaurus, Bullets and Numbering, Headers and Footers, Clip Art, and Symbols to enhance the quality of word documents.
4. Start MS Excel; create a worksheet and enter text and numbers; apply formulas to cells.
5. Format an Excel worksheet; cut, copy, move, and paste cells or cell contents; bold, underline; center cell contents; and apply numerical values.
6. Use Excel to draw a chart or graph.
7. Integrate various Windows features such as using Mail Merge, Envelopes and Labels, and incorporate an Excel chart or graph into a Word document.

II. COURSE CONTENT

A. WINDOWS (8 hours)

1. Computer components: hardware, software
2. Opening applications and opening, saving, printing, and closing files
3. Windows features: screen savers, passwords, background, copying files

B. MICROSOFT WORD (20 HOURS)

1. MS Word environment: creating, editing, saving, printing a document
2. Formatting a document: fonts, spacing, bolding, indenting, etc...
3. Using special tools: Spell Check, Mail Merge, WordArt, ClipArt, etc...
4. Typing business letters, form letters, and memoranda

C. MICROSOFT EXCEL (20 hours)

1. MS Excel environment: creating, editing, saving, printing a worksheet
2. Formatting worksheet cells: adding/deleting rows/columns, width, etc
3. Making charts and graphs
4. Inserting Excel graphs/charts into Word documents

III. TEXTBOOKS & REFERENCE MATERIALS

Working with Microsoft Word 7.0, 1996, by Blissmer & Alden, and *Working with Microsoft Excel 5.0*, 1995, by Blissmer & Alden. Participants will receive a handout on *Understanding Windows*. No reference materials necessary.

IV. INSTRUCTIONAL COST

Covered in Memorandum of Understanding between COM-FSM Yap Campus and the client.

V. METHODS OF INSTRUCTION

The course will be primarily lab-centered but will also include demonstration and lecture. Participants will use computers to create documents and worksheets with the instructor giving attention to individual participants as necessary.

VI. EVALUATION

Participants will be evaluated on their ability to successfully complete in-class and out-of-class exercises, and on attendance.

VII. ATTENDANCE POLICY

Participants wishing to receive credit for the course will be required to attend at least 42 of the 48 hours, in accordance with COM-FSM attendance policy (equivalent of up to 6 absences in a regular semester).