

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

Course Outline Cover Page

Computer Literacy for Secretaries
Course Title

CA 100s
Department and Numbers

Course Description:

The introduction to computer concepts and uses. It provides students with basic knowledge of computer operating system and word processing to interact and use computer application programs effectively in business and everyday life. The Windows 98 fundamentals is covered in relation to Microsoft 98 application programs. Learning Word 2000 is covered in detail. The students are trained to develop correct typing techniques; and to perform typing job requirements accurately and neatly at a reasonable time frame.

Students are also taught the development of basic fundamentals of typing skill through the mastery of the principles of touch-typing. Students are trained to attain a speed of 30-45 net words a minute with an error tolerance of 3 per minute. This course includes 16 **hours keyboarding**.

Course Prepared by: Fe Pulmano/Phyllis Silbanuz

State: Pohnpei Campus

	Hours per Week	x	No. of Week	x	Total Hours	=	Semester Credits
Lecture	4		16		64/16	=	4
Laboratory	x		x			=	
Workshop	x		x			=	

Purpose of Course:

Total Semester Credits	
Degree Requirement	_____
Degree Elective	_____
Certificate	_____
Remedial	_____
Other	=====

Prerequisite Course(s):

Date Approved by committee: 4/23/01

Date Approved by President: 4/27/2001

College of Micronesia-FSM
CA 100-Computer Literacy
Course Outline

A. General Objectives:

The course introduces students to computer concepts and uses. It provides students with basic knowledge of computer operating system and word processing to interact and use computer application programs effectively in business and everyday life. The Windows 98 fundamentals are covered in relation to Microsoft 98 application programs. Learning Word 2000 is covered in detail, The students are trained to develop correct typing techniques; and to perform typing job requirements accurately and neatly at a reasonable time frame.

B. Specific Objectives:

The student will be able to:

1. Describe computer system and define the components of computer, computer software, application software, communications and distinguish between different types of computers.
2. Describe the working relationship between different components of the computer.
3. Describe different parts of Windows 98 and use mouse effectively.
4. To start a program, make menu selection and use dialog boxes.
5. To format a disk and create directory in drive A or C.
6. To save and view files on drive A or C and open recently used documents.
7. To minimize, restore and close windows.
8. Getting help with Windows 98.
9. Customize the computer display and add short cut to the desktop.
10. Locate, start and use Paint and create, edit color drawing and copy to WordPad and create and format text document using
11. Switch between open program and copy a drawing from Paint.
- 12. Create a document, and show a Nonprinting'Characters.**
13. Explore word with Help menu.
14. Edit the document by selecting text and formatting, adding and deleting text, and saving a document.
15. To create a template, use toolbars and print a file.
16. Creating paragraphs, formatting and correcting mistakes and saving a new file.
- 17. To change font and use Redo and Undo command.**
18. To copy, move text within the document and between documents.

19. To use spelling check and use thesaurus and create and use templates.
20. To create and format tables.
21. To create and modify styles and completing a newsletter.
22. To create graphics, insert a frame and picture into a document.
23. To format a section and creating a table of content.
24. Automate word processing by using Macros and mail merge.
25. To import and export document with other Microsoft Office programs.
26. Demonstrate correct typing position and key reaches
27. Recognizing the locations of alphabet, number, and symbol keys using correct key reaches.
28. Key "by touch"—without looking at the fingers or keyboard.
29. Be familiar with e-mail, especially sending messages with attachments.

C. Texts:

Suzanne Weisel, Learning MS Word 2000, DDC Publishing, 2000

D. Reference Material:

Duncan Vanhauss, Warner, College Keyboarding Typewriting Complete Course, 1995

E. Methods of Instruction:

Lecture, demonstration, and individual assignments

F. Course Content:

- Computer components, software, hardware, and communications
- Mouse and window environment
- Managing the windows
- Using help menu
- Customizing windows
- Using window accessories
- Using window communication
- Starting Word and creating a document
- Editing character and paragraph
- Creating and formatting table
- Styles and colnml5
- Sections and table of content
- Macros and mail merge
- Integrate MS Office Word with other MS Office Programs
- Drills
 - Learning initial basic techniques -arrangement of work area -correct typing position
 - correct **position** of fingers **on** the home keys, figures, and symbols **keys**

- Proofreaders marks
- Learning Internet and email basics
 - o Create email accounts
 - o Creating/maintaining address **book**
 - o **Creating/forwarding/replying**
 - o Sending attachments

G. Evaluation:

Grades will be assigned based on the following percentage of total points received from exams, projects, quizzes, practice sets, and the mid term and final:

A.....	90% to 100%
B.....	80% to 89%
C.....	70% to 79%
D.....	60% to 69%
F.....	.59 / nand below

H. Attendance Policy: The COM-FSM Attendance

Policy will be observed.