

**105**                    **Introduction to Computers**  
Course No.            Descriptive Title

May 21, 1993    Page 1  
Revision: 2        January, 2000

**Course Description**

This course will provide a general introduction to computers, application software, hardware, and computer systems. Emphasis is to be placed upon computer literacy topics with the main emphasis upon the use of commercial application software packages for word processing and spreadsheet.

**Suggested Prerequisites:** ..... none

**Learning Outcomes:**

The student will be able to:

1. Be able to demonstrate a working knowledge of the major word processing programs such as Word Perfect™, MS Word™ or similar.
2. Demonstrate an understanding of the use and application of a spreadsheet program such as Lotus 1-2-3™, Exel™, Quattro-Pro™, or similar.

**Course Content:**

1. The student will attend an approved word processing course at the entry level.
2. The student will attend an approved course for the use of spreadsheet at an entry level.

**Required Textbooks and Materials:**

1. to be prescribed by the course attended.

**Additional Reference Materials:**

1. to be prescribed by the course attended.

**Testing:**

1. The institute, through the provincial associations, will accredit courses locally available that appropriately cover the content of this subject. Students are advised to contact their local association to determine the accreditation status of any course they may be considering prior to enrolling in the program.