STATE UNIVERSITY OF NEW YORK
COLLEGE OF TECHNOLOGY
CANTON, NEW YORK

COURSE OUTLINE

SOET 101 Introduction to Computer Usage for Technicians

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CANINO SCHOOL OF ENGINEERING TECHNOLOGY
Computer Information Systems / Information Technology
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A. **TITLE**: Introduction to Computer Usage for Technicians

B. **COURSE NUMBER:** SOET 101

C. **CREDIT HOURS:** 1

D. **WRITING INTENSIVE COURSE**: No

E. **COURSE LENGTH:** 15 weeks

F. **SEMESTER(S) OFFERED:** Fall and Spring

G. **HOURS OF LECTURE, LABORATORY, RECITATION, TUTORIAL, ACTIVITY:** 2 hour lab per week

H. **CATALOG DESCRIPTION:** This course introduces students to the Windows operating environment including creating and manipulating files and folders. Topics pertaining to word processor, spreadsheet and presentation software are introduced with laboratory assignments and instruction.

I. **PRE-REQUISITES/CO-REQUISITES:**
a. Pre-requisite(s): None
b. Co-requisite(s): None

J. **GOALS (STUDENT LEARNING OUTCOMES):**
By the end of this course, the student will be able to:

Course Objective	Institutional SLO
a. Perform various web based tasks such as searches, email, etc.	1. Communication skills 3. Prof. Competence
b. Demonstrate a working knowledge within the Microsoft Windows operating system	1. Communication skills 3. Prof. Competence
c. Use Microsoft Word to create technical documents	2. Critical Thinking Skills 4. Inter/Intra personal skills
d. Use Microsoft Excel for calculations and presentation of technical data	2. Critical Thinking Skills 1. Communication skills
e. Use Microsoft Power Point to develop technical presentations	2. Critical Thinking Skills 4. Inter/Intra personal skills
f. Demonstrate the ability to use other web based tools for academic success	4. Inter/Intra personal skills 3. Prof. Competence
g. Use college survival skills obtained in class for better academic success	3. Prof. Competence 4. Inter/Intra personal skills

K. **TEXTS:** None

L. **REFERENCES:** *CMPTR* Published by Cengage

M. **EQUIPMENT:** Computer Lab

N. **GRADING METHOD:** A-F

O. MEASUREMENT CRITERIA/METHODS:

- Participation
- Assignments
- Projects
- Exam

P. DETAILED COURSE OUTLINE:

I. Use of Angel and UCanWeb

II. Sending / receiving email and Online Library

III. College Survival
  a. Time Management
  b. Academic Assistance
  c. Extracurricular Activities

IV. Word Processing
  a. Opening and saving documents
  b. Writing text
  c. Creating tables and assigning captions
  d. Cut and paste
  e. Formatting text
      i. Changing fonts, italics, print size, underline, bold
      ii. Paragraphs
  f. Writing a resume

V. Spreadsheets (eg. MS Excel)
  a. Entering information
  b. Writing formulas
  c. Using functions
  d. Copying formulas
  e. Creating charts (bar and column charts)
  f. Creating graphs (x-y plots)
  g. Formatting charts and graphs
  h. Using trend lines

VI. Using presentation software (e.g. MS PowerPoint)
  a. Slide format and layout
  b. Adding text
  c. Adding photos / illustrations from the internet
  d. Adding clipart
  e. Adding design styles
  f. Timing presentation
  g. Animating the presentation