



## Course Information: IT Skills for the Workplace Professional Development Course Offering

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**COURSE NUMBER:** IT Skills

**SECTION NUMBER:** Spring 2009-01

**COURSE TITLE:** IT Skills for the Workplace

**CONTACT:** Instructors Mr. Rob Power

**CLASS LOCATION:** College of the North Atlantic—Qatar, Main Campus  
68 al Tarafa, Duhail North, Doha  
Building 10, First Floor, Room 10-1-02

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**COURSE DESCRIPTION:** This course is designed to prepare candidates to use essential Information Technology skills in a Post-Secondary teaching environment. Topics covered include Concepts of Information Technology, Using the Computer and Managing Information, Using the Internet and Email (MS Outlook), Word Processing (MS Word), Spreadsheet Applications (MS Excel), and Presentation Software (MS PowerPoint). This course will be offered using the Microsoft Windows XP operating system, and Microsoft Office Suite 2003 (or 2007).

**PREREQUISITES:** Fluent in English

**CREDIT:** Not a credit course

**COURSE HOURS TOTAL:** 12 hours training

**COURSE MATERIALS:** To be provided by instructor

**RECOMMENDED RESOURCES:** USB Flash Drive

**RECOMMENDED EVALUATION:** Evaluation will be conducted using a Skills Competency Checklist. Candidates will be evaluated as either Competent/Not Yet Competent for specific skills following classroom observations by the instructor.

**CLASS SCHEDULE:** *To be determined...*

**MAJOR TOPIC(S):**

- 1.0 Concepts of Information Technology
- 2.0 Using the Computer and Managing Information
- 3.0 Using the Internet
- 4.0 Using Email
- 5.0 Using PeopleSoft
- 6.0 Word Processing
- 7.0 Spreadsheets
- 8.0 Presentation Software (Time Permitting...)

## **LEARNING OBJECTIVES:**

- 1.0 Concepts of Information Technology
  - 1.1 General Concepts
  - 1.2 Hardware
  - 1.3 Software
  - 1.4 Networks
  - 1.5 The Use of IT in Everyday Life
  - 1.6 Health and Safety, Environment
  - 1.7 Security
  - 1.8 Copyright and the Law
- 2.0 Using the Computer and Managing Information
  - 2.1 Computer Environment
  - 2.2 Desktop
  - 2.3 Managing Files
  - 2.4 Viruses
  - 2.5 Print Management
- 3.0 Using the Internet
  - 3.1 The Internet
  - 3.2 Web Navigation
  - 3.3 Web Searching
- 4.0 Using Email
  - 4.1 Configuring Outlook on your office PC
  - 4.2 Launching Outlook
  - 4.3 Managing Messages
  - 4.4 Sending/Replying to Messages
    - 4.4.1 To, CC, BCC, Subject Lines
  - 4.5 Attachments
  - 4.6 Requesting Delivery and Read Receipts
  - 4.7 Out of Office Assistant
- 5.0 Using PeopleSoft
  - 5.1 What is PeopleSoft
  - 5.2 Logging into PeopleSoft
  - 5.3 Checking class rosters
  - 5.4 Managing attendance
  - 5.5 Entering grades
  - 5.6 Changing your password
  - 5.7 Checking your PeopleSoft pay stub
- 6.0 Word Processing
  - 6.1 Using the Application
  - 6.2 Main Operations
    - 6.2.1 Opening/Closing Files
    - 6.2.2 Saving Files
  - 6.3 Entering Text
  - 6.4 Formatting
    - 6.4.1 Text formatting
    - 6.4.2 Indentation

- 6.4.3 Inserting page breaks
  - 6.5 Copying and Pasting text
  - 6.6 Inserting Objects
  - 6.7 Pictures/Clipart
  - 6.8 Charts/Tables
  - 6.9 Spellchecking
  - 6.10 Printing
- 7.0 Spreadsheets
- 7.1 Using the Application
  - 7.2 Main Operations
    - 7.2.1 Opening/Closing Files
    - 7.2.2 Saving Files
  - 7.3 Understanding Rows and Columns
  - 7.4 Entering data
  - 7.5 Formatting
    - 7.5.1 Data types
    - 7.5.2 Formatting Enhancements
  - 7.6 Using Basic Formulas
    - 7.6.1 Sum
    - 7.6.2 Average
    - 7.6.3 Max
    - 7.6.4 Min
  - 7.7 Printing
- 8.0 Presentation Software (Time Permitting...)
- 8.1 Using the Application
  - 8.2 Main Operations
    - 8.2.1 Opening/Closing Files
    - 8.2.2 Saving Files
  - 8.3 Developing a Presentation
    - 8.3.1 General guidelines for effective classroom use
  - 8.4 Text and Images
  - 8.5 Charts/Graphs, Drawn Objects
  - 8.6 Slide Show Effects
  - 8.7 Prepare Outputs

**DELIVERY SCHEDULE (MAY – JUNE 2009):**

<b>Class Date:</b>	<b>Agenda:</b>
<p><b>Class #1</b> <b>2 Hours</b></p>	<p>1.0 Concepts of Information Technology            1.1 General Concepts            1.2 Hardware            1.3 Software            1.4 Networks            1.5 The Use of IT in Everyday Life            1.6 Health and Safety, Environment            1.7 Security            1.8 Copyright and the Law</p> <p>2.0 Using the Computer and Managing Information            2.1 Computer Environment            2.2 Desktop            2.3 Managing Files            2.4 Viruses            2.5 Print Management</p>
<p><b>Class #2</b> <b>2 Hours</b></p>	<p>3.0 Using the Internet            3.1 The Internet            3.2 Web Navigation            3.3 Web Searching</p>
<p><b>Class #3</b> <b>2 Hours</b></p>	<p>4.0 Using Email            4.1 Configuring Outlook on your office PC            4.2 Launching Outlook            4.3 Managing Messages            4.4 Sending/Replying to Messages                4.4.1 To, CC, BCC, Subject Lines            4.5 Attachments            4.6 Requesting Delivery and Read Receipts            4.7 Out of Office Assistant</p> <p>5.0 Using PeopleSoft            5.1 What is PeopleSoft            5.2 Logging into PeopleSoft            5.3 Checking class rosters            5.4 Managing attendance            5.5 Entering grades            5.6 Changing your password            5.7 Checking your PeopleSoft pay stub</p>
<p><b>Class #4</b> <b>2 Hours</b></p>	<p>6.0 Word Processing            6.1 Using the Application            6.2 Main Operations            6.3 Entering Text            6.4 Formatting            6.5 Copying and Pasting text            6.6 Inserting Objects            6.7 Pictures/Clipart            6.8 Charts/Tables            6.9 Spellchecking            6.10 Printing</p>

<b>Class #5</b> <b>2 Hours</b>	7.0 Spreadsheets 7.1 Using the Application 7.2 Main Operations 7.3 Understanding Rows and Columns 7.4 Entering data 7.5 Formatting 7.6 Using Basic Formulas 7.7 Printing
<b>Class #6</b> <b>2 Hours</b>	8.0 Presentation Software (Time Permitting...) 8.1 Using the Application 8.2 Main Operations 8.3 Developing a Presentation 8.4 Text and Images 8.5 Charts/Graphs, Drawn Objects 8.6 Slide Show Effects 8.7 Prepare Outputs