

# **Syllabus COMP3010**

## **Computer Skills for Trade Unionists**

### **National Labor College**

#### **Instructor**

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Please contact the instructor with any questions you may have during the course. Although the course is conducted online and most correspondence may be through e-mail or Blackboard, a phone call is also an option if you have questions about an exercise.

#### **Course Overview**

##### **Rationale**

NLC recognizes the need for computer skills for students at the National Labor College. Students require computer skills to successfully complete their studies at the National Labor College. Students also require computer skills to successfully perform activities within the labor movement.

##### **Description**

The class covers how to use word processing, presentation, and spreadsheet applications to prepare labor union proposals, contracts, presentations, and budgets. Participants will learn how to search the Internet and effectively communicate with e-mail and web conferencing tools. Class discussions revolve around how labor unions can best use computer technology. The class is conducted completely online.

##### **Course Date and Times**

At that start of the online semester, you may access the course on the NLC Blackboard system – <http://nlc.blackboard.com>. A Blackboard username/password will be e-mailed to you by the course start date. If you did not provide an e-mail address when you registered or you do not receive a username/password, then e-mail [onlinesupport@nlc.edu](mailto:onlinesupport@nlc.edu).

## Objectives

At the completion of this course, COMP3010, students should be able to perform the following tasks:

- Be literate with issues regarding labor and the use of computer technology
  - o Identify uses of technology to enhance the labor movement
  - o Research topics on the use of technology by labor
  - o Discuss and share ideas on the use of technology by labor
- Think critically about the appropriate selection of computer applications
  - o Identify appropriate uses for word processing applications
  - o Identify appropriate uses for presentation applications
  - o Identify appropriate uses for spreadsheet applications
- Apply computer technology to create electronic documents
  - o Word – word processing
  - o PowerPoint - presentation
  - o Excel - spreadsheet
- Communicate effectively with computer technology
  - o E-mail
  - o Discussion forums

## Course Materials

### Required Computer Equipment

Students will need the following computer equipment:

- Intel Pentium III 500 MHz processor
- Windows XP operating system
- 256 MB of memory
- 3 GB hard drive space available
- 32x CD-ROM drive
- SVGA monitor and graphics (800x600/16 bit color)
- Access to the Internet (high speed connection recommended)

### Required Software

- An email account
- Anti-virus software
- **SAM 2003 Assessment and Training for Microsoft Office 2003**, Student Edition, v. 3.1 with CDs, ISBN 1423912608, [Thomson Course Technology](#). Purchase a new version that includes a key-code that has not been used.
- **Microsoft Office 2003**, Office 2007 or Office XP. Microsoft Office 2003 is the version studied in this class. However, you may use Microsoft Office 2003, Microsoft Office 2007, or Microsoft Office XP to complete computer projects for the class.
- **Adobe Reader 7.0** or higher for viewing PDF documents. The free Acrobat Reader is available at the Adobe website. [Download Adobe Reader](#)
- **Flash Player 8** or higher for viewing Flash demonstrations. The free Flash Player is available at the Adobe website. [Download Flash Player](#)

The college will provide access to the Blackboard learning system over the Internet.

## Computer Text

There is no required text for this course. Most of the information you need is available in the SAM tutorials or Office Help files. If you would like to supplement the material with a text, the following books are recommended. They are relatively inexpensive, but well written.

If you have Office 2003:

*Office 2003 for Dummies*. Wallace Wang. IDG Books, Worldwide, Inc. 2003. Covers Word, Excel, PowerPoint and Access.

*Office 2003 All-in-One Desk Reference for Dummies*. Peter Weverka. Wiley Publishing, Inc. 2003. Covers Windows XP, Word, Excel, PowerPoint, Access, and Publisher.

If you have Office 2007:

*Office 2007 for Dummies*. Wallace Wang. IDG Books, Worldwide, Inc. 2006. Covers Word, Excel, PowerPoint and Access.

*Office 2007 All-in-One Desk Reference for Dummies*. Peter Weverka. Wiley Publishing, Inc. 2007. Covers Windows, Word, Excel, PowerPoint, Access, and Publisher.

The Step by Step series of books by Microsoft Press are also good.

## Suggested Readings on Labor and Computer Technology

The Labour Movement and the Internet, The New Internationalism. Eric Lee. Pluto Press. 1997

CyberUnion: Empowering Labor Through Computer Technology. Arthur Shostak. M. E. Sharpe, Inc. 1999

The CyberUnion Handbook, Transforming Labor Through Computer Technology. Arthur Shostak. M. E. Sharpe, Inc. 2002

You are also encouraged to find articles on the Internet regarding Labor and Computer Technology.

## Online Materials

See the COMP3010 Blackboard site for web resources.

## Agenda

Please note that detailed information and requirements for each week's assignment are posted in the Assignments section of the Blackboard course site.

## Windows XP and the Internet

*Unit Topics:*

- Desktop and Taskbar
- My Computer or My Documents
- Right-click menu
- Dialog Box
- Windows
- Directories and folders

- NotePad
- Browse for files
- Search for files
- Recycle Bin
- Version number of an application

*Assignments:*

Post introduction on Discussion Board.

Post link to Internet site of interest to the class on Discussion Board.

Begin the SAM Assessment and Training tutorials.

## **Word**

*Unit Topics:*

- Cut, copy, and paste
- File formats
- Find and replace
- Format text with the toolbar
- Change text font and size from a list box
- Undo
- Lists and bullets
- Spelling and grammar check
- Thesaurus
- Saving documents
- Format Painter: p. 93
- Styles: p. 95-98
- Page Break
- Show/Hide
- Headers and footers
- Inserting pictures
- WordArt
- Tables
- Comments
- Tracking Changes

*Assignments:*

Complete weekly SAM Assessment and Training tutorials.

Complete a Word computer project.

## **Excel**

*Unit Topics:*

- Spreadsheet layout and terminology
- Editing worksheet data:
- Insert a row or column:
- Formatting cells
- Formulas
- Order of operations
- Functions
- Tracing a formula
- Charts

- Sorting

*Assignments:*

Continue weekly SAM Assessment and Training tutorials.  
Complete an Excel computer project.

## **Computer Technology and the Labor Movement**

Read an article(s) regarding computer technology and labor. There are materials on reserve in the library or you may select your own. Attach the paper as a Word file on Blackboard in the appropriate Discussion Board forum. Read each of the other articles and post your comments in the Discussion Board.

The 4-page paper (1200 - 1500 word count) should include

- Introduction to topic
- Summary of important points of article(s)
- Relationship/significance of article to class material
- Information relevant to today's unions
- Conclusion - your final thoughts about the material
- Title, author, year and source of article(s)

## **PowerPoint**

*Unit Topics:*

- Pictures - Clip Art, graphic file, photograph
- Text box with bullet points
- Text animations (building bullets)
- Image animation
- Header/Footer
- Screen transitions
- AutoShape, Word Art
- Action buttons
- Hyperlink to a web site
- Notes Pages
- Spell check
- Design Template

*Assignments:*

Continue SAM Assessment and Training tutorials.  
Complete a PowerPoint computer project.

## **Evaluation**

Student evaluation will be based on the following items.

- Participation in Discussion Board forums (8%)
- Completion of SAM tutorials (60%)
- Completion of a paper on computer technology and the Internet (12%)
- Completion of computer projects (20%)

Late assignments are subject to reduction up to a letter grade. **See more on the criteria for the evaluation of each assignment in the Assignments section of Blackboard.**

## Grading Scale

A- to A	90 – 100 %
B- to B+	80 – 89 %
C- to C+	70 – 79 %
D	60 – 69 %
F	Below 60%

## Participation

Students must participate in all class, group or individual activities to which you are assigned. Attendance at residence week sessions is mandatory. Sign on to Blackboard at least once a week to see if new items have been posted.

### Online Participation

Participation in online assignments is a required part of the course. Discussion Board assignments must be posted during the time frame of the assignment. Also respond to the postings of others. Your participation in discussion boards is evident by the thoughtfully crafted responses and questions that you post. Support your opinions with references to readings or other resources, if possible. "Yes/No" postings do not generate much discussion. Not posting messages is the equivalent of being absent.

## Course Policies

### Discussion Group Guidelines

When using the Blackboard discussion room keep the following in mind:

- Review the discussion threads thoroughly before entering the discussion. Read than discuss.
- Try to maintain threads by using the "Reply" button rather than starting a new topic.
- Choose a subject line that will identify the topic of your post to other students.
- Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of other's ideas.
- Be patient and read the comments of other group members thoroughly before entering your remarks.
- Be cooperative with group leaders in completing assigned tasks.
- Be positive and constructive in group discussions.
- Respond in a thoughtful and timely manner.

## Extensions

We encourage each of you to try to complete the course within the 14-week semester. If you need an extension, please send an e-mail explaining your reasons. Extensions will be granted provided you have shown reasonable effort in completing as many assignments as possible. Late assignments are subject to reduction up to a letter grade.

## Plagiarism

Plagiarism is not tolerated at the National Labor College. You are responsible for reading the rules on plagiarism and making sure that you properly cite all sources – including personal conversations with others – in your written work. You must give proper credit to any ideas that are not your own.