

Computer Skills for Trade Unionists

COMP3010 – Fall 2009

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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 is through e-mail or Blackboard, a phone call is sometimes the best option for some questions or issues.

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 online discussion tools. Class discussions revolve around how labor unions can best use computer technology.

Course Delivery

The class is conducted completely online using the college's course management system, Blackboard. Students will receive instruction through computer-based tutorials with an opportunity to ask questions in discussion board forums. Students will be assigned weekly computer projects. Sample Office applications are available online.

Course Date and Times

The course begins on September 8, 2009. At that time, you may access the course on the NLC Blackboard system – <http://nlc.blackboard.com>. New students should receive a Blackboard

username/password from the registrar by the course start date. If you do not receive a username/password, then e-mail onlinesupport@nlc.edu.

The last assignment is due on December 15, 2009. Grades are submitted to the registrar by December 18, 2009.

Objectives

At the completion of this course, COMP3010, students should be able to

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

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Course Materials

Required Computer Equipment

Students will need the following computer equipment:

- Intel Pentium III 500 MHz processor
- Windows XP/Vista operating system
- 256 MB of memory (512 MB or higher recommended)
- 3 GB hard drive space available
- DVD drive (to play video accompanying text)
- 1024 x 768 or higher resolution monitor
- Access to the Internet (high speed connection greatly recommended)

Required Software

- An email account
- Anti-virus software
- **Microsoft Office 2007.**
 - Microsoft Office 2007 is the version studied in this class. However, you may submit assignments using Office 2003 or Office 2007.
 - Assignments will be required in Word, Excel, and PowerPoint. The Office Home and Student or Standard versions contain these three applications. If you want to continue to the next level class, which uses Access, you should purchase the Office Professional version.
 - Look for academic discounts for software, such as [Academic Superstore](#).

- **Flash Player.** The free Flash Player is available at the Adobe website. [Download Flash Player](#)
- **Adobe Reader** 7.0 or higher for viewing PDF documents. The free Acrobat Reader is available at the Adobe website. [Download Adobe Reader](#)

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

Course Text

[Microsoft Office 2007, Illustrated, Premium Video Edition, Introductory](#)

Beskeen, Cram, Duffy, Friedrechsens, Reding

Course Technology, Cengage Learning, 2010

ISBN-10: 0-324-82708-3

Online Materials

See the COMP3010 Blackboard site for more course materials.

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Agenda

Please note that detailed information for each week's assignments is posted in the Assignments section of the Blackboard course site.

INTRODUCTION

Essential Computer Concepts / Operating Systems

September 8 - 13

Unit Topics:

- Essential Concepts
 1. Examining computer systems
 2. Examining input/output devices
 3. Understanding memory
 4. Understanding storage media
 5. Understanding system software
 6. Understanding application software
- Operating systems
 1. Starting Windows XP/Vista
 2. Using menus, toolbars, and keyboard shortcuts
 3. Using Windows help and support

Assignments:

1. Post introduction on Discussion Board.
2. Answer questions on Discussion Board

File Management / Internet

September 14 - 20

Unit Topics:

- File Management
 - Folders and files
 - Opening the computer window
 - Creating and saving a document
 - Opening the Documents folder
 - Copying files
 - Opening, editing, and printing files
 - Searching for files
 - Deleting and restoring files
- Internet
 - Understanding web browsers
 - Viewing and navigating web pages
 - Using tabbed browsing
 - Saving favorite web pages
 - Getting help and exiting Internet Explorer
- Office 2007
 - The Office 2007 Suite
 - Starting and exiting an Office program
 - Viewing the Office 2007 user interface
 - Creating and saving a file
 - Creating and saving a file
 - Opening a file and saving it with a new name
 - Viewing and printing your work
 - Getting Help and closing a file

Assignments:

1. Recommend an Internet site
2. Answer questions in the Discussion Board
3. View the videos for Getting for Office 2007 Unit A: Getting Started with Microsoft Office 2007

WORD

Creating Documents with Word 2007

September 21 - 27

Unit Topics:

- Understanding Word processing software
- Exploring the Word window
- Starting and saving a document
- Selecting text
- Formatting text using the mini toolbar
- Creating a document using a template
- Viewing and navigating a document

Assignments:

1. Independent Challenge 1
2. Visual Workshop

Editing Documents

September 28 – October 4

Unit Topics:

- Cutting or copying text and pasting text
- Using the Office clipboard
- Finding and replacing text
- Checking spelling and grammar
- Researching information
- Adding hyperlinks
- Preparing a document for distribution

Assignments:

1. Independent Challenge 2
2. Visual Workshop

Formatting Text and Paragraphs

October 5 - 11

Unit Topics:

- Formatting with fonts
- Copying formats using the Format Painter
- Changing line and paragraph spacing
- Aligning paragraphs
- Working with tabs
- Working with indents
- Adding bullets and numbering
- Adding borders and shading
- Adding footnotes and endnotes

Assignments:

1. Independent Challenge 1
2. Independent Challenge 2

Formatting Documents

October 12 - 18

Unit Topics:

- Setting document margins
- Dividing a document into sections
- Inserting page breaks
- Formatting columns
- Inserting page numbers
- Working with headers and footers

Assignments:

1. Independent Challenge 2
2. Visual Workshop

EXCEL

Getting Started with Excel 2007

October 19 - 25

Unit Topics:

- Understanding spreadsheet software
- Touring the Excel 2007 window
- Understanding formulas
- Using AutoSum
- Editing cell entries
- Entering and editing a simple formula
- Switching worksheet views
- Choosing print options

Assignments:

1. Independent Challenge 1
2. Visual Workshop

Working with Formulas and Functions

October 26 – November 1

Unit Topics:

- Creating a complex formula
- Inserting a function
- Copying and moving cell entries
- Understanding relative and absolute cell entries
- Rounding a value with a function

Assignments:

1. Independent Challenge 1
2. Real Life Independent Challenge

Formatting a Worksheet

November 2 - 8

Unit Topics:

- Formatting values
- Changing and attributes and alignment
- Adjusting column width
- Inserting and deleting rows and columns
- Applying colors, patterns, and borders
- Applying conditional formatting
- Naming and moving a sheet
- Check spelling

Assignments:

3. Independent Challenge 1

4. Independent Challenge 2

Working with Charts

November 9 - 15

Unit Topics:

- Planning a chart
- Creating a chart
- Moving and resizing a chart
- Changing the chart layout
- Formatting a chart
- Annotating and drawing a chart
- Create a pie chart

Assignments:

1. Independent Challenge 1
2. Visual Workshop

POWERPOINT

Creating a Presentation in PowerPoint

November 16 - 22

Unit Topics:

- Defining presentation software
- Planning an effective presentation
- Examining the PowerPoint window
- Entering slide text
- Adding a new slide
- Applying a design theme
- Comparing a presentation view
- Printing a presentation
- Copying formats using the Format Painter

Assignments:

1. Skills Review
2. Independent Challenge 1

Modifying a Presentation

November 23 – December 1

Unit Topics:

- Entering text in the Outline tab
- Formatting text
- Converting text to SmartArt
- Inserting and modifying shapes
- Editing and duplicating shapes
- Aligning and grouping objects

- Adding slide headers and footers
- Checking spelling

Assignments:

3. Independent Challenge 2
4. Real Life Independent Challenge

Inserting Objects into a Presentation

December 2 - 8

Unit Topics:

- Inserting text from Microsoft Word
- Inserting Clip Art
- Inserting and styling a picture
- Inserting a text box
- Inserting a chart
- Entering and editing chart data
- Inserting a table
- Insert and format Word Art

Assignments:

1. Independent Challenge 2

Finishing a Presentation

December 9 - 15

Unit Topics:

- Understanding Master Slides
- Customizing the background style
- Using slide show commands
- Setting slide show transitions and timings
- Setting slide animation effects
- Evaluating a presentation

Assignments:

1. Independent Challenge 1

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Evaluation

Student evaluation will be based on the following items.

- Participation in Discussion Board forums (25%)
- Completion of computer projects (75%)

Topic	Portion of Class Activities
Concepts/Internet	10%
Word	30%

Excel	30%
PowerPoint	30%
Total	100%

Deductions will be made for assignments that are not submitted when due. All assignments must be completed by the end of the semester.

Grading Scale

A	92 – 100 %
A-	90 – 91 %
B+	88-89%
B	82 – 87 %
B-	80-81 %
C+	78-79 %
C	72 – 77 %
C-	70-71 %
D	60 – 69 %
F	Below 60 %

Participation

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

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.

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Course Policies

Late or Missed Assignments

Deductions will be made for assignments that are not submitted when due. All assignments must be completed by the end of the semester.

Discussion Group Guidelines

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

- Review the discussion threads thoroughly before entering the discussion. Read, then discuss.
- When responding to others, try to maintain threads by using the "Reply" button rather than starting a new topic.
- When 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 cooperative with group leaders/members in completing group tasks.
- Be positive and constructive in group discussions.
- Respond in a thoughtful and timely manner.

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.

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