



**Georgian College  
Academic and Career Preparation Program**

**ACE Computers, AACE 1001**

### **Course Description**

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This course is designed to provide students with a basic knowledge of the Windows operating system, file management, word processing, spreadsheets, presentation software, electronic communication and portable devices to succeed in post-secondary, apprenticeship, or employment. Students will investigate how technology plays a role in educational, workplace, and personal settings.

### **Learning Outcomes**

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Upon successful completion of this course the student will have reliably demonstrated the ability to:

1. Use computer terminology
2. Perform basic tasks required to operate a computer
3. Apply functions of an operating system to accomplish common tasks
4. Produce documents and spreadsheets
5. Use digital communications in educational, workplace, and personal settings
6. Generate presentation utilizing appropriate software
7. Discuss ethical, security, and privacy issues in a digital world

### **Course Materials, Content, and Evaluation**

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The primary learning resource for Computers is an open educational resource (OER) and accessible at no cost to students. You will also find the course content, assignments, quizzes, etc. on Blackboard, the college's learning management system (LMS). Course modules are listed in the chart on the next page.

The passing grade for this course is 50%, and ALL modules must be completed to receive a final mark. Please note that students who are pursuing post-secondary programs are responsible to find out the prerequisite(s) needed for acceptance, including any required grades. Admission requirements can change from one year to another, so it is important to make sure you have the most up to date information.

## Course Modules

MODULES	ESTIMATED HOURS	ASSESSMENT TYPE	WEIGHT
Internet Basics	0.75	<i>Internet Quiz 1 - TEST</i>	1.00%
Internet Safety	2.00	<i>Internet Quiz 2 - TEST</i>	3.00%
Evaluating Websites	0.75	<i>Internet Quiz 3 - TEST</i>	1.00%
Getting Started Formatting in Word	4.50	<i>Word Assignment 1</i>	7.00%
Lists, Tabs and Indents	2.50	<i>Word Assignment 2</i>	4.00%
Working with Layouts in Word	4.50	<i>Word Assignment 3</i>	7.00%
Graphics and Headers	4.50	<i>Word Assignment 4</i>	7.00%
Tables	3.00	<i>Word Assignment 5</i>	5.00%
Microsoft Excel Features & Tools	3.00	<i>Excel Quiz - TEST</i>	5%
Editing in Excel	6.25	<i>Excel Assignment 1</i>	10%
Formulas in Excel	3.00	<i>Excel Assignment 2</i>	5%
Working with Data in Excel	3.00	<i>Excel Assignment 3</i>	5%
Formatting Data in Excel	1.25	<i>Excel Assignment 4</i>	2%
	1.25	<i>Excel Assignment 5</i>	2%
	0.75	<i>Excel Assignment 6</i>	1%
Opening and Saving	1.25	<i>PowerPoint Assignment 1</i>	2%
Open and Organize a Presentation	1.25	<i>PowerPoint Assignment 2</i>	2%
Creating a Simple Presentation	2.50	<i>PowerPoint Assignment 3</i>	4%
Multi-media in Presentations	4.50	<i>PowerPoint Assignment 4</i>	7%
Professional Social Media Use	1.25	<i>Social Media Assignment</i>	2.00%
Copyright	2.00	<i>Copyright Quiz</i>	3.00%
Employment, Post-Secondary or Apprenticeship	9.25	<i>Culminating TEST</i>	15%
TOTALS	63 Hours	Assignments	75%
		Tests	25%
			100%