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Wageningen University

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*Department of Social Sciences  
Information Technology Group*  
Hollandseweg 1  
6708 KN Wageningen

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## **Course guide 2016/2017**

### **INF-65000 Computer Literacy**

<b>Name:</b>	Computer Literacy
<b>Code:</b>	INF-65000
<b>Load:</b>	1.5 credit points ECTS (42 hours)
<b>Contact person:</b>	Ir. MA Zijp, Leeuwenborch (Building 201, room 6026), phone: 0317 484079 e-mail: <a href="mailto:maarten.zijp@wur.nl">maarten.zijp@wur.nl</a>
<b>Lecturers:</b>	Ir. MA Zijp,
<b>Examiners:</b>	Ir. MA Zijp
<b>Scheduling:</b>	1 <sup>st</sup> period, mainly selfstudy
<b>First lecture:</b>	Thursday September 8 <sup>th</sup> , 2016; 12.30-13.15 C0317 (FORUM)
<b>Exam date:</b>	Tuesday October 25 <sup>th</sup> 2016 12.30-18.00 see BlackBoard for time and location re-exams: are not scheduled definitively: in February and August
<b>Language:</b>	Lectures and instruction: English other materials: English.
<b>Blackboard:</b>	Yes
<b>Contact hours:</b>	only on request (see detailed schedule for assistance)
<b>Contents:</b>	<ol style="list-style-type: none"><li>1. Profile of the course</li><li>2. Intended learning outcomes</li><li>3. Learning materials and resources</li><li>4. Educational activities</li><li>5. Assessment strategy (examination)</li><li>6. The principal themes of the contents</li><li>7. Outline and schedule of the programme of the course</li></ol>

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# 1. PROFILE OF THE COURSE

## Aim

The CCI-course is part of 4 introduction courses (FPH-10306, FTE-12303, YNH-10302 and YEI-10306) in the bachelor phase and as a MOS module INF-65000. The course can be found in MyPortal as CCI11111\_2016\_0 (under "other Blackboards") after registration.

## Target group

The content of this course is included in many first year's bachelor courses. This specific MOS module is intended for international students only. This module is certainly not to be chosen by students with a Wageningen Bachelor diploma. See also information on the MOS-modules at YMC-60300:

"General description: The modular skills courses train skills that are necessary for graduates to function in jobs at MSc level. In consultation with the MSc study advisor an assessment can be made on which skills (competencies) are already mastered and which are necessary to develop further. Based on this, you select modules to a total of 3 credit points (or 6 credit points).

It is important for students to reach an agreement with their study adviser about which and how many modules to follow, at a very early stage in the MSc programme. Once you both agreed on which modules to take, you should register as soon as possible at SSC online for each of the modules chosen. (There is no need nor possibility to register for YMC-60300 or YMC-60400, since these are only umbrella codes). In the MOS we make a distinction between two categories of modules. More information on each of the modules can be found under the respective course codes (between brackets).

The first category modules concern bachelor competencies and therefore these modules should be followed as early in the academic year as possible:

INF-65000 is a first category module, so you can only follow this module after consultation with your study advisor. Some programmes do not allow you to take this course. Also be sure to do this course in your first year's Master as soon as possible: the number of re-exams is limited (besides the October exam: February and August only).

## Benefit for students

After this course, you can use Office software effective and efficient.

## Assumed prerequisite knowledge

No explicit prerequisite knowledge is required.

# 2. INTENDED LEARNING OUTCOMES

After successful completion of this course the student is expected to be able to:

- use effectively Microsoft Office 2010 Programmes: Word, PowerPoint, Excel, Outlook, including advanced features supporting academic related tasks.

# 3. LEARNING MATERIALS AND RESOURCES

PowerPoint presentations will be published. All materials are available from BlackBoard, you can find the CCI-class in the learning environment Blackboard. You can log in on this learning environment on the internet site <https://edu6.wur.nl>. Use your WUR-account login name and password for this (without wur\). When you are registered as user of this course, you can find the course as 'CCI11111\_2016\_0' in the list of 'Courses where you are: Student'.

In MyPortal you can find the course listed under "Other Blackboards" under "Type: Other" as CCI11111\_2016\_0 (click the grey "blackboard site" to go to the CCI BlackBoard. After the first lecture on Thursday all students will be registered into the CCI-class

Note: many students will already get access to the material in the BlackBoard Course

CCI00000\_2016\_0 : this BlackBoard will be offered to students from MAB, MCL, MEE, MES, MFN, MFQ, MFS, MFT, MGI, MHS, MIL, MLE, MLP, MME, MNH, MUE, MPB, MPS and MOA starting in the second week in September.

### **Digital learning material**

The learning materials are provided digitally on Blackboard and consists of:

- Material for learning the Microsoft Office Programmes (movies)
- supplementary material for learning MyPortal, preventing CANS/RSI
- information on Exam, schedules and -after each exam- exam results.
- web links
- this course guide
- A trial exam

## **4. EDUCATIONAL ACTIVITIES**

The course consists of one introductory lecture, self study and an exam. Attendance at the scheduled hours is not compulsory. Since the course is available on the internet you can work anywhere on the university or at home if you have a windows based PC and internet connection. During the scheduled hours assistance is available to help you with problems. Especially for students with ample Microsoft software experience, it is advisable to work regularly on the course. The scheduled hours may help you to get acquainted with the software.

## **5. ASSESSMENT STRATEGY (EXAMINATION)**

The assessment of the course is based on one element only: the exam (100% of mark). The exam will take place in the examination week on Tuesday afternoon, the exam takes 75 minutes. There are several timeslots scheduled on different locations. More information regarding the exam will be published during period one on the site of the course, menu item "Exam Information". The final schedule for the exam will be published here as well in the self-study week.

The final mark for this module is rounded to the nearest point if smaller than 5.5; otherwise to the nearest half point.

Students with dyslexia or other functional limitations are eligible for extended exam time or other arrangements. We require a letter "docentenbrief" from the student counsellor. If you want to apply for a longer examination time or make other arrangements you must notify cci@wur.nl no later than October 3rd with as attach the "docentenbrief" and with subject: "request longer examination time" or "request .....".

Timely registration is required to enable proper scheduling of the exam

## **6. THE PRINCIPAL THEMES OF THE CONTENTS**

How to use MyPortal (\*)  
Repetitive Strain Injury (RSI) (\*)  
Internet and research  
Introduction Office, Help, File types and Languages settings  
Microsoft Word 2010  
Microsoft PowerPoint 2010  
Microsoft Excel 2010  
Copy, paste and linking  
Microsoft OneNote 2010 (\*)  
Microsoft Outlook 2010 and Outlook Web Access

(\*) no examination of this theme.

More detailed information on the subjects: Excel, Word, PowerPoint, and copy, paste and linking:

Excel

- Copy and move data
- Using data
- Formulas and functions
- Relative and absolute references
- Pivot table reports and charts
- Charts
- Spark lines
- Conditional formatting
- Protection
- Range names
- Page setup and printing

Word

- Outline
- Using styles
- Page layout and printing
- Using tables
- Other objects
- Templates
- Document review
- References
- Important formatting and layout options

PowerPoint

- Design
- Notes
- Distribution, packaging and embedding fonts

Copy, paste and linking

- Difference between copy, paste and linking
- Embedding versus linking

## **7. OUTLINE AND SCHEDULE OF THE PROGRAMME OF THE COURSE**

### **Application**

Students are kindly requested to apply timely for the course through SSC. When applications gives problems or the deadline for course registration has passed, students should contact [maarten.zijp@wur.nl](mailto:maarten.zijp@wur.nl).

### **Schedule**

The course is officially scheduled in period 1, it is also possible to do the exam in the re-exam period of February or August.