

COMPUTER 050
COMPUTER FUNDAMENTALS

INSTRUCTOR: Laurie Prange-Martin, MLIS, MEd (I.T.) OFFICE HOURS: TBD

OFFICE LOCATION: A2105

CLASSROOM: Lab A2301

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TIME: 1:00pm-2:30pm

TELEPHONE: 867.456.8658

DATES: Tues/Thurs

TUTORIAL TIMES Thursday 2:45 - 4:15 p.m. (Lab A2301)

COURSE DESCRIPTION

Computer Studies 050 introduces students to the personal computer. In this course, students will practice keyboarding accuracy and speed, Windows XP basics, File Management, Microsoft Word 2010, Internet operations and electronic mail, image editing and web page creation, Excel 2010 basics and PowerPoint presentation graphics. The hands-on instruction is followed by individual exercises.

PREREQUISITES

Must be a full-time student at Yukon College.

LEARNING OUTCOMES

Students will have the skills and confidence to:

- use tutorial software to improve keyboarding skills and speed
- use browser and e-mail software for research and communication
- create basic web pages using WYSIWYG web production software
- produce word processing documents with appropriate formatting using a word processor
- create worksheets and charts to display data using spreadsheet software
- prepare and present presentations using graphics presentation software

COURSE FORMAT

This course will use a hands-on format. Students will be guided through each activity

and then be given an opportunity to experiment in a supported environment. Time will be allowed for starting assignments and projects in class, but students should expect to complete assignments outside of class time.

LESSON FORMAT

Each 90-minute class will follow the same basic format:

Instructor guided activities/exercises to learn new material
and/or: Individual activities/exercises to practice the new skills.

In order for students to complete assignments, and be successful in this course, they will need to add extra computer time to their schedule. This lab and the other labs in the college have posted times at which computers are available for student's use. Students should set aside 4 - 6 hours per week for practice time.

***Please note Tutorial times
Thursday 2:45 - 4:15 (Lab 2301)***

LATE POLICY

Students are allowed one "negotiated late" during the semester. Such requests **must be made in advance of the due date**. Assignments are due by 4:30pm of the due date. Late assignments will receive a penalty of half a letter grade. Assignments will be accepted up to two weeks after the due date. After that, the student will receive a mark of zero.

APPROPRIATE LANGUAGE

In all areas of the college environment, students are responsible for showing respect for others. Swearing, or language that is discriminatory or derogatory in relation to race, sex, ethnic background, religious beliefs, age, and physical condition is not appropriate.

ELECTRONIC DEVICES

In order to be successful in classes and minimize distractions for others, cell phones, iPods, and other electronic devices must be turned off while students are in class. In an emergency situation, the instructor may give a student permission to use a cell phone or pager.

EVALUATION

A final grade for the course will be assigned on the following basis:

Attendance/participation

5%

Daily exercises and quizzes	20%
Final Assignments	40%
Midterm Exam	15%
Final Exam	<u>20%</u>
TOTAL	100%

Daily Exercises and Quizzes: (20% of Final Mark)

Students will be given a short exercise or quiz each day. These will be handed in for marking to ensure students get feedback on their progress. Students will require additional time outside of class to complete many of the exercises. Students must make arrangements within one week to complete exercises or quizzes that they have missed or a mark of zero will be assigned for that item. Students should plan on spending 4 - 6 hours per week outside of class time to prepare for class and/or complete assignments.

Final Assignments (40% of Final Mark)

There are seven final assignments: three in MS Word, one for Internet Use, one in Excel, one in Web page development, one in PowerPoint. The assignments will consist of completion exercises that will test the acquisition of the skills necessary to successfully use the software presented. These assignments are “open book” and students will have access to the computers.

Midterm Exam (15% of Final Mark)

The midterm exam will test students in their use of the Windows environment and Internet research skills, and Word 2010 word processing skills. Students may use the computer for all parts of the midterm exam.

Final Exam (20% of Final Mark)

The final exam will test students in Windows file management, image editing and Web page creation, and use of Word 2010, Excel 2010, PowerPoint 2010. Students may use the computer for all parts of the final exam.

The midterm exam and final exam will consist, in part, of multiple choice questions and true/false questions, and, in part, completion exercises that will test the acquisition of the skills necessary to successfully use the software presented.

Attendance and Participation (5% of Final Mark)

Successful completion of this course depends on regular attendance. Attendance and participation are worth 5% of the final grade. Initial and final typing tests are also included in this mark.

Students are expected to:

1. Attend each class on time. Late arrivals will be recorded.
2. Do all exercises, assignments and readings assigned for each class.
3. Be prepared for each class by arriving on time, with all materials such as textbooks and data disks.

It is the student's responsibility to attend all classes.

REQUIRED TEXTBOOKS AND MATERIALS

1. COMPUTER STUDIES 050 (2014 - 2015) book
2. Storage device: Flash Drive / USB Stick

LETTER GRADING

Yukon College uses a letter grade system and calculates weighted grade point averages (GPA) on a 4.0 scale. Following are equivalents of the letter grades.

LETTER GRADE	PERCENTAGE EQUIVALENT	GRADE POINT
A+	95-100	4.0
A	86-94	4.0
A-	80-85	3.7
B+	75-79	3.5
B	70-74	3.0
B-	65-69	2.7
C+	62-64	2.5
C	58-61	2.0
C-	55-57	1.7
D	50-54	1.0
F	Under 50	0.0

PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when students present the words of someone else as their own. Plagiarism can be the deliberate use of a whole piece of another person's writing, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material. Whenever the words, research or ideas of others are directly quoted or paraphrased, they must be documented according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Resubmitting a paper which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the College.

ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon College Academic Regulations (available on the Yukon College website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, he/she should contact the Learning Assistance Centre (LAC) at (867) 668-8785 or lassist@yukoncollege.yk.ca.