



COURSE OUTLINE

Comp 050
Computer Studies 050

3 Credits

PREPARED BY: Julie Hawkins, Instructor

DATE: December 2, 2020

APPROVED BY: Andrew Richardson, Dean Applied Arts

DATE: December 21, 2020

APPROVED BY SENATE: Click or tap to enter a date

RENEWED BY SENATE: Click or tap to enter a date



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COURSE TITLE

INSTRUCTOR: Julie Hawkins

OFFICE HOURS: Tuesday 1 – 2 pm
Thursday 1 – 2 pm

OFFICE LOCATION: A2301

CLASSROOM: Online via Zoom

E-MAIL: jhawkins@yukonu.ca

TIME: Mondays & Wednesdays 1 – 2pm

TELEPHONE: 456-8606

DATES: Jan. 4 – April 16

COURSE DESCRIPTION

Computer Studies 050 introduces students to the personal computer. In this course, students will gain an understanding of how to keep up with technological changes to become and remain digitally literate including an understanding of computer applications, mobile devices, the Internet, and related technologies. The focus is on using software effectively for school, home and work. Hands-on instruction is followed by individual exercises.

PREREQUISITES

Must be a full-time student at Yukon College.

RELATED COURSE REQUIREMENTS

It is highly recommended that all students have access to a computer or other device and Internet to do their studies. The minimum specifications for a student device are as follows:

Requirement	Windows-based PC	Apple Mac/macOS-based PC
Operating System	Windows 10	macOS X
Web Browser	Firefox, Edge or Google Chrome	Firefox, Edge or Google Chrome
RAM/Memory	4 GB	4 GB
Storage	5 GB of available space	5 GB of available space

EQUIVALENCY OR TRANSFERABILITY

None at present

LEARNING OUTCOMES

Upon successful completion of the course, students will be able to...

- use browser and e-mail software for research and communication
- safely use computers and mobile devices to access, search and share information
- 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
- manage files appropriately to provide clear and easy access

COURSE FORMAT

This course will use a hands-on format. Students will be guided through each activity and then be given labs to compete as practice. Due to a shortened class time on-line, students will be expected to complete all labs and assignments outside of class time.

In order for students to complete assignments and be successful in this course, they will need to add extra computer time to their schedule. Students should set aside 4 - 6 hours per week for practice time.

Please note: For additional academic support, students are encouraged to use the Academic Support Centre (ASC).

ASSESSMENTS:

Attendance & 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.
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.

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

Students will be given several short exercises and quizzes throughout the course. 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 eight final assignments: three in MS Word, one for Internet Use, two in Excel, one in PowerPoint, and a Final Presentation Project. The assignments will consist of exercises that will demonstrate the acquisition of the skills necessary to successfully use the software presented. Students may use their notes, textbook and on-line supports to complete the assignments and due dates will be assigned.

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 2016 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 and use of Word 2016, Excel 2016, PowerPoint 2016. 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.

EVALUATION:

Daily Exercises & Quizzes	20%
Assignments	40%
Midterm Exam	15%
Participation	5%
Final Exam	20%
Total	100%

REQUIRED TEXTBOOKS AND MATERIAL

1. Textbook: Discovering Computers & Microsoft Office 2016, A Fundamental Combined Approach, available at Yukon College Bookstore or through amazon.com
2. Storage device: Flash Drive / USB Stick
3. Notebook to take notes as needed

ACADEMIC AND STUDENT CONDUCT

Information on academic standing and student rights and responsibilities can be found in the current Academic Regulations that are posted on the Student Services/ Admissions & Registration web page.

PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when a student submits work for credit that includes the words, ideas, or data of others, without citing the source from which the material is taken. Plagiarism can be the deliberate use of a whole piece of work, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Students may use sources which are public domain or licensed under Creative Commons; however, academic documentation standards must still be followed. Except with explicit permission of the instructor, resubmitting work 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 University.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon University recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon University program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukonu.ca/yfnccr.

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 University Academic Regulations (available on the Yukon University 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): lac@yukonu.ca.

TOPIC OUTLINE

- World of Technology (Chapter 1)
- Creating and editing Word documents
- Office 365
- Email options at Yukon College
- Windows 7/8 and Office 2016
- File Management
- Internet Browsing
- Writing Research Papers
- Creating a basic presentation in PowerPoint
- Creating and editing animated presentations
- Writing a Business Letter
- Creating an Excel spreadsheet with the sum formula
- Creating Excel spreadsheets with formulas and charts
- Keyboarding technique and practice