

APPLIED ARTS DIVISION
COMP 030
3 Credit Course
Fall, 2019



COURSE OUTLINE

COMP 030

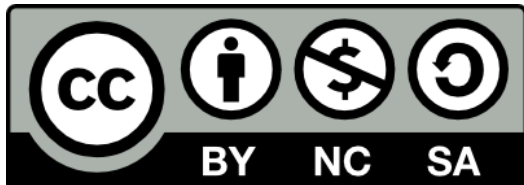
COMPUTER STUDIES

3 CREDITS

PREPARED BY: Julie Hawkins, Instructor
DATE: September 1, 2019

APPROVED BY: Erica Bourdon, Chair
DATE:

APPROVED BY ACADEMIC COUNCIL:
RENEWED BY ACADEMIC COUNCIL:



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COMPUTER STUDIES 030

INSTRUCTOR: Julie Hawkins	OFFICE HOURS: Wed. 2:30-4:00 pm
OFFICE LOCATION: A2301	CLASSROOM: A2408
E-MAIL: jhawkins@yukoncollege.yk.ca	TIME: Monday-Friday 10:30-11:55 am
TELEPHONE: 867.456.8606	DATES: Sept. 9 th -Nov. 15 th , 2019

COURSE DESCRIPTION

Computer Literacy 030 introduces students to the personal computer. In this course, students will be introduced to a wide range of software tools using Windows and the Microsoft Office Suite. Learners will be introduced to mouse use, the fundamentals of Windows and data management, Word and basic word processing skills, Excel and spreadsheet techniques, and PowerPoint, a presentation graphics program. Students will use a browser to access information and use electronic mail on the Internet. The hands-on instruction is followed by in-class individual projects.

PREREQUISITES

Learners do not require previous computer knowledge for this course.

EQUIVALENCY OR TRANSFERABILITY

None at present

LEARNING OUTCOMES

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

- use an online typing program to improve keyboarding skills and speed
- explore the potential uses of the personal computer at school, home and work
- use basic features of word processing and other software on a personal computer

use browser and e-mail software for research and communication.

COURSE FORMAT

This course will use a hands-on format. Students will be guided through each lesson before being given an opportunity to experiment in a supported environment.

Lesson Format:

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

15 minutes: Typing/Keyboarding practice.

75 minutes: Guided individual activities/exercises to learn 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. Students should set aside 3 to 5 hours per week for practice time. The computer labs in the college have posted times at which computers are available for students' use. There are also computers in the Academic Support Centre for student use.

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

ASSESSMENTS:

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. It is the student's responsibility to attend all classes at assigned times. Students who miss classes are responsible for any work missed.

Students are expected to:

1. Attend each class on time. Late arrivals will be recorded.
2. Complete exercises for each class.
3. Be prepared for each class by arriving on time, with all materials such as textbooks, pencils and USB Key.

Keyboarding Improvement: (20% of Final Mark)

Students will receive 2% for every word per minute they improve during this course up to a maximum of 20%.

Assignments (75% 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. These assignments are "open book" and students will have

access to the computers.

EVALUATION:

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

Attendance/participation	5%
Keyboarding Improvement	20%
Assignments	75%
Total	100%

The passing mark for the course is 50%.

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

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

REQUIRED TEXTBOOKS AND MATERIALS

1. Textbook: Comp 030 Binder
2. Storage device: USB Stick
3. Writing utensils (pencils, pens, highlighters, etc.)

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.

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.

Computer classes can be particularly frustrating for students; therefore, students are encouraged to manage their stress in such a way that it does not disturb others. There may be times it is best for the student to step out of the classroom to manage stress and minimize the disruption of others in the class.

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, the instructor may give a student permission to use a cell phone or pager.

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 College.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College 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 College program, you will be required to achieve core competency in knowledge of Yukon First

Nations. For details, please see www.yukoncollege.yk.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 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): lac@yukoncollege.yk.ca.