YukonCollege

COURSE OUTLINE

COMPUTER LITERACY 030

45 HOURS
3 CREDITS

PREPARED BY: Julie Hawkins   **February 12, 2018**
(Instructor)

APPROVED BY: Kevin Kennedy   **February 12, 2018**
(Chair)

YUKON COLLEGE
December 2016

Course Outline prepared by Julie Hawkins, December 2016

Yukon College
P.O. Box 2799
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Introduction to Computers 030

INSTRUCTOR: Mark Smith   **OFFICE HOURS:** M/T 12:00-1:00

OFFICE LOCATION: A2303   **CLASSROOM:** A2408

E-MAIL: mbsmith@yukoncollege.yk.ca   **TIME:** 1:00 – 2:30

TELEPHONE: 867-668-8873   **DATES:** Tues. & Thurs.

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. Lea rners 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.

LEARNING OUTCOMES:
Upon successful completion of the course, students will:
* be able to use tutorial software 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

DELIVERY METHOD/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.
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.**

COURSE REQUIREMENTS/ASSESSMENTS:
Attendance and Participation:

Students registered in the lecture-based courses must be in class at assigned times. It is the student's responsibility to attend all classes. Students who miss classes are responsible for any work missed.

5% of the final mark for this course is based on attendance, periodic homework checks or quizzes. Completion of the Keyboarding Practice Record and daily attendance records will be used to assist in determination of the Attendance and Participation mark.

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

Keyboarding Improvement:

Students will receive 2% for every word per minute they improve during this course up to a maximum of 15%.

Assignments:

Students will be expected to complete various exercises and assignments during the course. Some of these exercises and assignments will be collected for marking. These exercises can usually be completed during class time.
80% of the final mark for this course is based on in-class assignments.

Tests:
There are no tests for this course.

EVALUATION:

Homework/Attendance	5%
In-class Assignments	80%
Keyboarding Improvement	15%
Total:	100%

The passing mark for the course is 50%.

REQUIRED TEXTBOOK AND MATERIALS:

Textbook: Freund, S. M., Last, M. Z., Pratt, P. J., Sebok, S. L., Vermaat, M. E., Campbell, J. T., & Frydenburg, M. (2017). *Discovering Computers & Microsoft Office 2016: A Fundamental Combined Approach.* USA: Cengage Learning.

USB flash drive for use in the computer lab
Writing utensils, like pencils, pens, highlighters, etc.

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

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.