Columbia College

Computer Skills for Professionals (INTE125)

Lecture 1

Course Outline

Semester Dates: October 13th – November 15th, 2014

Please note that when a holiday falls during the week, your class will be rescheduled for the Friday of that week. Students are required to make arrangements to be present at the rescheduled class. For this semester, November 11th is a holiday for Remembrance Day, so the final exam will be scheduled on Friday, November 14th.

Facilitator: Laurie Hykaway	Email: laurieh@columbia.ab.ca
Class Time: 5:30 pm – 9:30 pm (Tue/Thu)	Room: 802-100
Credit: 3	Prerequisite: None

Note: It is the student's responsibility to be familiar with the information contained in the Course Outline and to clarify any areas of concern with the facilitator.

Course Description:

This course will enable the student to learn how to use the personal computer, the internet and apply Microsoft Office applications to the work environment. The student will use an internet browser, Microsoft Word, Microsoft Excel, and Microsoft PowerPoint applications to complete assignments, analyze spreadsheets and make professional presentations.

Learning Outcomes:

Students who successfully complete this course will be able to:

- Define, explain, and describe key terms, concepts, theories, models, and techniques learned from this course.
- Understand the basics of how a computer operates and how it can be used to enhance work productivity.
- Understand the fundamentals of finding help and be able to demonstrate the use of different support resources to solve basic software-related problems.
- Understand the basics of the internet, and how to use it effectively to enhance work productivity..
- Understand the basics of computer security, and be able to discuss preventative and corrective solutions to security-related problems.
- Demonstrate an understanding of social networking, some of the leading resources, as well as some of their strengths and weaknesses.
- Use Microsoft Word, Excel, PowerPoint and other related software for business applications.

Course Format:

This course is delivered in a computer lab, and uses a variety of teaching/learning methods that may include discussion, personal reflection, experiential exercises, student presentations, role-plays, group activities and especially case studies. Our faculty aims to create a learning environment where the learner is actively engaged in inquiry, critical thinking and problem solving. The classroom provides you with a place where you can learn with and from others in a cooperative and collaborative manner.

You are expected to take a very active part in class discussions and lab tutorials, and take responsibility for your own learning. Be a positive and co-operative team member. Columbia College uses a facilitation model of instruction where the facilitator's role is to facilitate your learning. The expectation is that you will come to class prepared with pre-class homework completed. Your facilitator will engage you in activities that are based on your completed homework and readings. Your enthusiastic and positive approach in the classroom will create an atmosphere that will help every student develop the knowledge, skills and attitudes that are needed for success.

How you conduct yourself in our classes will, to a large extent, mirror your conduct in society and your future work site. For example, if you have a tendency to ask questions, challenge the ideas of others in a respectful manner, draw out the best from your colleagues, and encourage both group development and task accomplishment in this class, it is likely you will do the same at work. A high level of student involvement and developing professionalism is expected in the classroom as you work towards your goal.

Required Material and Equipment:

- Pearson MyITLab Online Access
- Moodle Online Access
- Weekly Reading Links

Homework Assignment Due for the *Second* Class (First Lab):

- Read this syllabus and prepare to discuss in class
- Read the Week One Reading Links (Found on Moodle)
- Prepare for a quiz based on the assigned readings.

Evaluation - Assessment of Student Performance:

The final grade in the course will be based on the following elements. Wherever possible facilitators will use rubrics to assess your performance and offer feedback.

Title of Assignment/Examination	Due Date	Weight
Common Features Lab	Class 3	40%
PowerPoint Labs	Class 3	
Word Labs	Class 5	
Excel Labs	Class 7	
Computer Learning Journals	Class 5, 7, 9	20%
Quizzes	Class 2, 3, 5, 7, 9	10%
Final Exam	Class 10	30%

Note: You must get 50% or higher on your ***final exam*** in order to pass this course.

Grading:

Grades for each component will be added together at the end of the semester. The final total will be translated to the Columbia College's 4.0 grading scale as follows:

Marking and Grading Conversion:

Description	Letter Grade	Grade Points	Percentage Scale	
Excellent	A+	4.0	100	95
	A	4.0	94	90
	A-	3.7	89	85
Good	B+	3.3	84	80
	B	3.0	79	75
	B-	2.7	74	70
Satisfactory	C+	2.3	69	65
	C	2.0	64	60
	C-	1.7	59	55
Poor	D	1.0	54	50
Failure	F	0.0	49	0

Submission and Completion of Assignments:

You are expected to submit assignments by the due date. Any late assignments may be assessed a marking penalty of 5%. If you are unable to submit an assignment on the due date, you must request an extension **before** the due date by filling out an *Assignment Extension Request form (SSPP-F013)* that is to be submitted to the Department Chair for approval.

Requesting an Examination Deferral:

If you are requesting an exam to be deferred, you must submit the *Deferred Examination Application form (SSPP-F012)* to the Department Chair **within 48 hours of the missed examination date and time**. Applications for deferred examinations will only be considered due to medical or personal emergency. A medical certificate or other appropriate documentation may be required.

Attendance Requirements:

Columbia College believes that student are committed to their program and learning experiences. However, it is understood that there are times when students may be absent. Any absences can be viewed as a potentially serious disruption of the learning process and necessary achievement of the learning objectives. Being late is also considered unacceptable as it interferes with the learning opportunities of others. Unavoidable absences or lateness must be reported to the course facilitator in advance. Please refer to Columbia College's *Attendance Policy and Regulations (ADM-P151)* for detailed information on Attendance Requirements.

Academic Integrity:

Academic dishonesty is a serious offence and can result in suspension or expulsion from Columbia College.

There is no tolerance for academic dishonesty and any student caught plagiarizing is subject to serious sanctions as outlined in the *Student Code of Conduct Policy (ADM-P229)*. Students are encouraged to familiarize themselves with this policy and avoid any behavior that could possibly be seen as cheating, plagiarizing, misrepresenting, or putting into question the integrity of one's academic work.

Student Conduct:

It is the responsibility of each student to uphold the expectations and responsibilities outlined in the *Student Code of Conduct Policy (ADM-P229)* and any additional requirements established by your program.

Generally, each student will:
- be respectful and courteous toward others;
- demonstrate appropriate and supportive communication skills, and coach, assist, advise and otherwise support other students in their studies;
- manage any personal stress and conflict in a positive and resourceful manner, and assist others to do the same;
- be dressed in a manner appropriate for their workplace or learning environment, as established by the program;
- conduct themselves in a professional manner with regard to their communication with others and their behavior in class;
- conduct themselves with academic integrity in all of their learning activities, tests, exams, and assignments
- keep up with day-to-day classroom and course expectations.

Important Dates:

Description	Date
Last to add/drop courses	5 school operating days from the start of the semester OR before the third scheduled class, whichever is greater
Last day to withdraw without academic penalty	50% or less of the semester has been completed
Final Examination	A final exam may take many formats. If a final exam is scheduled, it will be taken in an assigned room under the supervision of a Test Proctor. <u>Students must be on time as they will not be permitted to enter once the exam has started.</u> Exam dates, times, and location are posted by the main office Bldg. 802 and by the library in Bldg. 4. <u>It is the student's responsibility to check this exam posting.</u>

Appeals:

Please refer to the *Student Appeal Policy (ADM-P177).*

Students with Temporary or Permanent Disabilities:

Students with temporary or permanent disabilities may apply for accommodations. To be considered for an accommodation, a student must register with Columbia College's Disability Services by making an appointment with a Disability Services Advisor – Main Office – Bldg. 802 or emailing disabililtyservices@columbia.ab.ca. The Department Chair or facilitator is not able to provide you with any accommodations without you taking this step. Please refer to Columbia College's website to review *the Accommodation Policy and Handbook (ADM-P188)*.

Student Support:

Students should be aware that Life Coaching, Career and Disability Services, and Student Support Services (i.e. tutoring, academic strategists, etc.) are provided by Columbia College. Inquire how to request these services at the Main Office in building 802. It is the student's responsibility to discuss their specific learning needs with the appropriate service provider.

Assignments Overview:

Quizzes
Due Date: Classes 2,3,5,7, and 9
Weight: 15% (3% each)
Students will be expected to read the assigned articles and be prepared to write a graded quiz based on these reading assignments.

Getting Started Lab
Due Date: Class 3
Weight: 5%
Common Features

PowerPoint Labs
Due Date: Class 5
Weight: 5%
Chapter 1: Getting Started with Microsoft Office PowerPoint
Chapter 2: Formatting PowerPoint Presentations
Chapter 3: Enhancing a Presentation with Animation, Video, Tables, and Charts
Chapter 4: Creating Templates and Reviewing, Publishing, and Protecting Presentations
Chapter 5: Applying Advanced Graphic Techniques and Inserting Audio and Video
Chapter 6: Delivering a Presentation

Word Labs
Due Date: Class 7
Weight: 15%
Chapter 1: Creating Documents
Chapter 2: Using Tables and Templates
Chapter 4: Using Styles and Creating Multilevel Lists and Charts
Chapter 7: Using Advanced Table Features
Using References and APA Formatting

Excel Labs
Due Date: Class 9
Weight: 15%
Chapter 1: Creating a Worksheet and Charting Data
Chapter 2: Using Functions, Creating Tables, and Managing Large Workbooks
Chapter 5: Managing Large Workbooks and Using Advanced Sorting and Filtering
Chapter 6: Creating Charts, Diagrams, and Templates

Assignments: Computer Learning Journals
Due Date: Classes 4,6 and 8
Weight: 25%
9 Journal Entries consisting of 3 of each of the following:
- Review of a current IT based story. (In the news)
- App Review (Computer or phone apps)
- Website Review

1 of each type of entry is due at the beginning of classes 5, 7, and 9. To be emailed to facilitator.

Each journal assignment should be accurately titled, be 250-350 words in length, and contain a link to the original article, app, or website. In your journal, you must provide the following:

IT News Story Journals:
What is the story? Why is it relevant? Reaction from community? Impact on industry and/or future career path? Is the resource credible (why or why not)?

APP Review:
What is the application, computer program, or computer device? Why is it relevant? Reaction from community? Impact on industry and/or future career path?

Website Review:
What is the website's purpose? Why is it relevant? Is the website credible (why or why not)? Impact on industry and/or future career path?

Each Computer Learning Journal will be worth 3%, and will be graded on the following:

1 Mark	Appropriate Sources Used and Cited (ie. a cite or topic related to your career)
1 Mark	Content (falls within the 250-350 length and contains no obvious spelling, grammar or punctuation errors)
1 Mark	Appropriate Title and link to original site.

Final Exam
Due Date: Class 10
Weight: 30%
Students will be required to write a combination multiple-choice and/or skill-based final exam covering the content of classroom learning and assigned text and other readings.

Class Schedule/Overview:

Please note that this schedule is subject to change. Any changes or cancellations will be emailed to you. It is your responsibility to check the email address you have given to the school on a daily basis for any messages from the Department Chair/designate, facilitator or College Administration. It is the student's responsibility to be familiar with the information contained in the Course Outline and to clarify any areas of concern with the facilitator.

Class Session	Topics	Readings	Homework/Assignment
1	**Online Presence and Security** • Protecting your information (determining when it is safe to enter your data on a web-site) • Online Shopping/Banking • Phishing • Deleting Browser History • Cookies **Engaging with Social Media** • Security • Managing your professional image • Online Job Search **Evaluating Authenticity On The Web** **Introduction to MYITLab**	Week One Reading	
2: Lab 1	MyITLab and Common Features	Getting Started with MYITLab Common Microsoft Office Features Compressing Files Compressing Pictures Creating An Effective Password Online shopping, banking and Phishing Secure Online Banking Tips Job Search Online Presence	Common Features Skill Based Exam Week One Reading Quiz
3	**Outlook as a Communication & Time Management Tool** Email etiquette Writing a professional email Your email address Managing your inbox • Creating and Managing Folders • Creating and Managing Automatic Rules Using Outlook Calendar Using Outlook Task Lists Working Collaboratively	Week Two Reading	Week Two Reading Quiz

4: Lab 2	**Outlook as a Communication & Time Management Tool** **Professional & Effective PowerPoint Presentations** Designing Effective Presentations Time Saving Tips • Using the Slide Master	• Getting Organized • Outlook Basics • Outlook Intermediate • Outlook- Working faster • Getting Started with MS PowerPoint • Formatting PowerPoint Presentations • Enhancing a Presentation with Animation, Video, Tables, and Charts • Creating Templates and Reviewing, Publishing, and Protecting Presentations • Applying Advanced Graphic Techniques and Inserting Audio and Video Delivering a Presentation	CH 1 Skill Based Exam CH 2 Skill Based Exam CH 3 Skill Based Exam CH 4 Skill Based Exam CH 5 Skill Based Exam CH 6 Skill Based Exam
5	**Create Professional Word Documents** Basic elements of business communication Understanding basic document layout Using Microsoft Word to Create Usable Documents • Taking it a step further	[Week Three Reading](#)	Week 3 Reading Quiz 3 journal entries due (1 of each type)
6: Lab 3	**Create Professional Word Documents**	• Creating Documents • Using Tables and Templates • Using Styles and Creating • References with APA formatting • Multilevel Lists and Charts • Using Advanced Table Features	CH 1 Skill Based Exam CH 2 Skill Based Exam CH 5 Skill Based Exam CH 6 Skill Based Exam

		Week Four Reading	
7	**Understanding the many uses for Microsoft Excel** The Many Uses of MS Excel How Businesses Are Using Excel to Improve Productivity **Make Information Readable With Formatting** Creating Tables and Charts Filtering Printing to one page Freeze Panes		Week 4 Reading Quiz 3 journal entries due (1 of each type)
8: Lab 4	**Make Information Readable With Formatting**	• Creating a Worksheet and Charting Data • Using Functions, Creating Tables, and Managing Large Workbooks • Managing Large Workbooks and Using Advanced Sorting and Filtering • Creating Charts, Diagrams, and Templates	CH 1 Skill Based Exam CH 2 Skill Based Exam CH 5 Skill Based Exam CH 6 Skill Based Exam

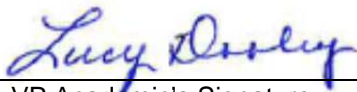|		
9	Online Software and Applications Google • Drive • Gmail • Calendar • Presentations • Cloud Drop Box Open Office and Outlook.com Presentations • Prezi • PowToon • Keynote Team Viewer Wordpress • Blogging • What is it? • How to use them? • How to Create them	**Week 5 Reading** Week Five Reading Quiz 3 journal entries due (1 of each type)
10	*Final exam (3 hours)*	

Approval:

Lucy Dooley   October 28, 2014

VP Academic's Signature   Date

[signature]   October 28, 2014

Registrar's Signature   Date