

Columbia College
Computer Skills for Professionals (INTE125)

Lecture 1

Course Outline

Semester Dates: May 26, 2014 – June 29, 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.

Facilitator: Rajni Sharma, BA, CMA

Email: rajniwsharma@gmail.com

Class Time: 5:30 pm – 9:30 pm (Tue/Thu)

Room: 803-316

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:

- Identify the common components of a Microsoft software program and demonstrate basic proficiency in commonly used applications.
- Analyze, synthesize, and evaluate school, work, or home situations and use application software to complete information-processing tasks efficiently and effectively.
- Manage through understanding a document's properties.
- Prepare, manage, and print documents using application software.
- Create, design, and produce professional documents using word processing software (i.e., Microsoft Word).
 - Apply design options for formatting and layout.
 - Apply design options for inserting images and objects into a document.
 - Demonstrate strategies for working with tables in a word processing application.
 - Demonstrate techniques for working with research papers and applying different reference styles.
 - Demonstrate how to create and manipulate merge documents.
- Process, manipulate, and represent numeric data using the basic functions of spreadsheet software (Microsoft Excel)
 - Demonstrate techniques for preparing and formatting a spreadsheet.
 - Create and test formulas.
 - Manipulate data using multiple worksheets.
 - Analyze data and create charts.
 - Convert chart formats within a worksheet.
 - Synthesize data through the use of Tables, conditional and other dynamic formatting tools.

- Process, manipulate, and represent presentation information using the basic functions of presentation software (Microsoft Powerpoint)
 - Demonstrate techniques for preparing and formatting an electronic presentation.
 - Transform and enhance a presentation through the use of Animation, Video, Tables and Charts.

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 Textbooks and Equipment:

Gaskin, S., Ferrett, R., Vargas, A., & McLellan, C. *Go! With Microsoft Office 2010 Volume 1*. Pearson Education Inc., 2011.

Homework Assignment Due for the First Class:

- Read Common Features Chapter 1 in the text, *Go! With Microsoft Office 2010 Volume 1*.
- Read Word Chapter 1 in the text, *Go! With Microsoft Office 2010 Volume 1*.
- Prepare for a test based on the assigned readings.
- Read this syllabus and prepare to discuss in class.

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	Length	Due Date	Weight
Word Assignment #1	N/A	Class 4	20%
Excel Assignment #2	N/A	Class 7	20%
PowerPoint Assignment #3	N/A	Class 9	10%
Quizzes	NA	Each Class	20%
Final Exam	NA	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

Please Note:

- To pass this course you must earn at least a "D" (a minimal pass), and obtain 50% or higher on your final exam.

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 students 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 disabilityservices@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.

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	<ul style="list-style-type: none">• Introduction and course overview• Using the Common Features of Microsoft Office 2010• Chapter 1 Creating Documents with Microsoft Word 2010	<ul style="list-style-type: none">• Common Features Chapter 1• Word Chapter 1	Matching / Multiple Choice Project 1A / Project 1B Matching / Multiple Choice Project 1A / Project 1B
2	<ul style="list-style-type: none">• Using Tables and Templates to Create Resumes and Cover Letters	<ul style="list-style-type: none">• Word Chapter 2	Matching / Multiple Choice Project 2A / Project 2B
3	<ul style="list-style-type: none">• Creating Research Papers, Newsletters, and Merged Mailing Labels	<ul style="list-style-type: none">• Word Chapter 3	Matching / Multiple Choice Project 3A / Project 3B
4	<ul style="list-style-type: none">• Creating a Worksheet and Charting Data	<ul style="list-style-type: none">• Excel Chapter 1	Matching / Multiple Choice Project 1A / Project 1B Assignment #1 due
5	<ul style="list-style-type: none">• Using Functions, Creating Tables, and Managing Large Workbooks	<ul style="list-style-type: none">• Excel Chapter 2	Matching / Multiple Choice Project 2A / Project 2B
6	<ul style="list-style-type: none">• Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools	<ul style="list-style-type: none">• Excel Chapter 3	Matching / Multiple Choice Project 3A / Project 3B
7	<ul style="list-style-type: none">• Internet Security, Email Etiquette, Introduction to Presentation Software• Getting Started with Microsoft Office PowerPoint	<ul style="list-style-type: none">• PowerPoint Chapter 1	Matching / Multiple Choice Project 1A / Project 1B Assignment #2 due
8	<ul style="list-style-type: none">• Formatting PowerPoint Presentations• Enhancing a Presentation with Animation, Video, Tables, and Charts	<ul style="list-style-type: none">• PowerPoint Chapter 2• PowerPoint Chapter 3	Matching / Multiple Choice Project 2A / Project 2B Matching / Multiple Choice Project 3A / Project 3B
9	<ul style="list-style-type: none">• Review / Open Computer Lab	<ul style="list-style-type: none">• Appendix	Assignment #3 due
10	Final exam (3 hours)		

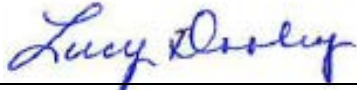
Approval:



Program Chair's Signature

May 21st, 2014

Date



Vice-President's, Academic Signature

May 21st, 2014

Date



Registrar's Signature

May 21st, 2014

Date