Columbia College

Computer Skills for Professionals (INTE125)

Course Outline

Semester Dates: May 25th, 2020 – June 27th, 2020

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:	Patrick Simmons	Email:	patrick.simmons@columbia.ca
Class Time:	Mon 9:30 am – 11:00 am; Wed 9:30 am – 11:00 am;	Room:	Online Microsoft Teams Meetings
Credit: 3.0		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:

The course includes facilitation in both conceptual and functional computer understanding. Conceptual literacy is the key focus of the scheduled classes. These classes devote special attention to current computer topics and tools from the perspective of their use by professionals in human services and in education fields. Topics include using and evaluating technology, digital inclusion, privacy and security, net addictions, cyberbullying, parental controls, and communication tools. Functional computer literacy is the key focus of the labs. This part of the course teaches basic computer skills in Microsoft Word and Excel. Throughout this course, students will be introduced to a number of current web-based technologies, and challenged in discussions relating to their use and application as a professional.

Learning Outcomes:

As a result of active participation in these sessions, a student can expect to:

- Demonstrate an awareness of keyboarding benchmarks in the profession, as well as to speak to the importance of outlining personal development goals in this area.
- Demonstrate an understanding of the practical application of Cloud computing and the various leading tools introduced throughout the course.
- Understand the fundamentals of finding credible information online and be able to demonstrate the use of different support resources to solve basic computer-related problems.
- Be able to describe key positions relating to the digital divide, and its impact on our society.
- Interact with an active LinkedIn Account.

- Be able to contribute to a personal blog on technology.
- Understand the basics of computer security, and be able to discuss preventative and corrective solutions to security-related problems.
- Demonstrate a foundational understanding of Net Addictions, Cyberbullying, and Parental Controls and be able to point to online resources accordingly.
- 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, OneNote, Teams and other related software for regular applications.

Course Format:

This course uses a variety of teaching/learning methods including 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 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:

- Office 365 Student Account;
- LinkedIn Account
- Microsoft Educator Community Account
- SIMnet Online Access; Assigned online Video Cases / Tutorials and e-Readings.

Homework Assignment Due for the First Class:

- Read this syllabus and prepare to discuss in class
- Login to SIMnet (https://columbiacalgary.simnetonline.com) and complete the assigned pre-work activities for Class 1

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. To receive credit for this course, you must successfully complete all of the computer labs, as well as submit all of the Technology Journals.

Title of Assignment/Examination	Due Date	Weight
LinkedIn Student Profile Assignment	Class 3	5%
Keyboarding Assignment	Class 1-10	10%
Student Technology Blog (continuous throughout term)	Class 10	20%
Microsoft Education Badges	Class 7	10%
Pre-Class SIMNet Activities	Classes 1-10	20%
Microsoft Word and Microsoft Excel Projects	Classes 2-10	35%

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

Note: The mastery learning level for this course is 70%. Students need to obtain 70% or greater in order to receive credit for this course. Students will be able to repeat labs in order to obtain the mastery learning level.

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 *Application for Assignment Extension form (SSPP-F012)* that is to be submitted to the Department Chair for approval. This form is available on Columbia's website, Bldg. 802 – Main Office and from Department Chairs.

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

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.

Call Student LifeWorks toll-free, any time: 1-877-418-1537

You can also visit www.lifeworks.com

(username: Columbia College; password: LifeWorks).

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.

Please note: Introducing Technologies may change as new programs being identified and explored may vary from course to course and are based on a review of the specific needs/interests of each group.

Class Session	Topics	Pre-Class Readings/Videos
Class 1 **May 25th, 2020**	Theory / Chapter Review: • Internet Browsers • Using OneDrive	• SIMnet Pre-Work • Connectivism • Did You Know Video • Digital Divide Video
	Introducing Technologies: • https://www.typing.com/ • https://www.linkedin.com/ • https://www.office.com/ • https://education.microsoft.com	
	Labs: • Using OneDrive • Internet Browsers	• SIMnet Pre-Work

Class 2
May 27th, 2020
	• Application Software – Chapter 3 (CE)
	• Microsoft Word Project 1
	• Introducing Technologies:
	   o https://www.khanacademy.org/
	   o https://ca.ixl.com/
	   o https://quizlet.com/
	   o https://study.com/
	   o https://www.coursera.org/
	   o https://calgarylibrary.ca
		• SIMnet Pre-Work

Class 3 **June 1st, 2020**	• Microsoft Word Project 2 • Introducing Technologies	• SIMnet Pre-Work
Class 4 **June 3rd, 2020**	• Microsoft Word Project 3 • Introducing Technologies	• SIMnet Pre-Work • **LinkedIn Student Profile Assignment Due**
Class 5 **June 8th, 2020**	• Microsoft Word Project 4 • Introducing Technologies	• SIMnet Pre-Work
Class 6 **June 10th, 2020**	• Privacy, Security, and Ethics – Chapter 9 (CE) • Introducing Technologies	• SIMnet Pre-Work

Class Session	Topics	Pre-Class Readings/Videos
Class 7 **June 15th, 2020**	• Microsoft Excel Project 1 • Introducing Technologies	• SIMnet Pre-Work **Microsoft Education Badges Due**
Class 8 **June 17th, 2020**	• Microsoft Excel Project 2 • Introducing Technologies	• SIMnet Pre-Work
Class 9 **June 22nd, 2020**	• Microsoft Excel Project 3 • Introducing Technologies	• SIMnet Pre-Work
Class 10 **June 24th, 2020**	• Microsoft Excel Project 4 • Introducing Technologies	• SIMnet Pre-Work • **Student Technology Blogs Due** • **End Course Keyboarding Test** • **Keyboarding Log/Goal Sheet Due**

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Appendix 1
Assignment Outlines

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LinkedIn Student Profile Assignment
Due Date: Class 4, 11:59 PM
Weight: 5%

Learning Objective: At the conclusion of this activity, students should be able to:

Part A: Effectively navigate the LinkedIn user interface and assess how LinkedIn can be used for professional networking activities.

Part B: Have successfully created their professional profile in their LinkedIn Account.

Part A: Create your LinkedIn Account

The purpose of this activity is to introduce students to the following:

- Create a LinkedIn Account
- Become familiar with the overall purpose and usefulness of LinkedIn as a professional networking tool
- Be introduced to LinkedIn Learning and participate in the completion of a LinkedIn Learning course
- To add the LinkedIn Learning Course Certificate to your professional portfolio

Step 1: Go to www.linkedin.com

Step 2: Follow sign-up instructions to create a new profile

Step 3: Complete the 'Learning LinkedIn for Students' course at LinkedIn Learning

Part B: Create your LinkedIn Profile

Step 1: Open your LinkedIn account

Step 2: Follow Rubric Handout to create a standout student profile

Step 3: Submit your assignment by sending an invitation request to your facilitator

Hint 1: Make sure to use ***Columbia College Calgary*** for the name in your Education profile
Hint 2: Make sure to join the following University/ College group: ***Education Assistant Professional Program or Human Services Professional Program***

LinkedIn Rubric Handout:

The following rubric will be used for grading the assignment:

Task #	Task Name	Description of Requirement	Weight
1	Photo	Included a professional headshot	1
2	Write a Headline	Created a unique headline	1
3	Professional Summary	Included a concise paragraph akin to cover letter	5
4	Experience	Included at least 2 jobs	1
5	Education	Used the correct University/School name to connect with LinkedIn Alumni Network; Completed at least degree, specialization and years	1
6	Skills and Expertise, Keywords	Added at least 5 skills to the profile	1
7	Recommendations	Has at least 1 recommendation	1
8	Location and Industry	Has added both location and industry to profile	1
9	Create a Unique URL	Has created a unique, professional URL	1
10	Get Connected	Joined at least 1 College group and 1 professional group	2
		Final Grade	**/15**

Student Technology Blog
Due Date: Class 10 at 11:59 pm
Weight: 20%

Students are required to create blog entries of one of the following three topics:

Topic	What to Include in Blog
Review of a current IT based story (In the news)	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 (Computer or phone apps)	What is the application, computer program … for what kind of 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?

Individual Blog Format/Content Requirements (each blog must include):

- Appropriate Sources Used and Cited (ie. a cite or topic related to your career) (1 pt)
- Content (falls within the 150-350 length and contains no spelling, grammar or punctuation errors) (1 pt)
- Impact on industry and/or career path is addressed and relevant. (1 pt)

Students can do their blog using:

- Sway
- Powerpoint
- Word
- Other software (i.e. Prezi – just confirm with facilitator first)

Student Technology Blog's are worth 25% of the final grade, and consists of 45 marks. Each blog is worth 3 marks. Assuming a student is graded 3/3 for each blog, see below on the total number of blogs and their corresponding grade.

# of Blog Entries	Grade	%
15	A+	100%
12	A	90%
10	B+	85%
9	B	80%
8	B-	75%
7	C+	70%

6	C-	65%
<6	F	0%

Keyboarding Log/Goal Sheet
Due Date: Class 10, 11:59 PM
Weight: 10%

This grade is broken up into 2 parts.

Part 1: Completed Keyboarding Log/Goal Sheet with minimum of 10 minutes a day (5 days a week) of keyboarding practice. 5 Marks

Part 2: End Course WPM / Accuracy (5 Marks)

WPM (Words Per Minute)

>=50	5 Marks
>=40 and <50	4 Marks
>=30 and <40	3 Marks
>=20 and <30	2 Marks
>=10 and <20	1 Mark
<10	0 Marks

Accuracy

<95%	less .5 Mark
<90%	less 1 Mark
<85%	less 1.5 Mark
<80%	less 2 Marks
<75%	less 2.5 Marks

Note: Students who are above 50 wpm and 95% accuracy can challenge the final keyboarding test at any point in the class. If you score over 50 wpm and 95% accuracy, you will be awarded the full 10 marks for the keyboarding assignment and will no longer be required to complete/submit your keyboarding log/goal sheet.

Microsoft Education Badges
Due Date: Class 7, 11:59 PM
Weight: 10%

- Streamline efficiency with Office 365 apps

- Getting Started with OneNote

- Complete two additional Courses of your choosing that you feel is relevant to your personal career path

SIMnet Pre-Work (at home)

Due Date: Before the start of every class

Weight: 20%

- Students will access SIMnet online (https://columbiacalgary.simnetonline.com) and complete the pre-class readings and activities before each class.

Computer Projects

Due Date: By the end of each class

Weight: 35%

- Word Labs   1-4

- Excel Labs   6-9

SIMnet projects will be given to students in class and will be based on the pre-class readings and activities.