

**Columbia College**  
**Computer Skills for Professionals (INTE125)**

**Course Outline**

Semester Dates: Sep. 7<sup>th</sup>, 2020 – Oct. 10<sup>th</sup>, 2020

Facilitator:	Patrick Simmons	Email:	patrick.simmons@columbia.ca
Class Time:	Tue 10:00 am – 12:00 pm; Thu 10:00 am – 12:00 pm;	Room:	Online Meetings with 'Microsoft Teams' ( <a href="https://teams.microsoft.com">https://teams.microsoft.com</a> )
Credit:	3.0	Prerequisite:	None

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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 towards introducing students to current computer topics and tools from the perspective of their use by professionals in human services and in education fields. Topics include (but are not limited to): connecting with information, 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 to intermediate computer skills in Microsoft Word, Excel and an introduction to blogging. Throughout this course, students will be introduced to a number of current web-based technologies, and challenged through 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.
- Be able to describe key positions relating to the digital divide, and its impact on our society.
- 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.
- 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.
- Use Microsoft Word, Excel, Powerpoint, OneNote, Teams and other related software for regular applications.

### **Course Format:**

This course will be delivered as a combination of online synchronous classes through the use of Microsoft Teams meetings, as well as a number of online asynchronous learning activities and computer labs. Where possible, the course will use a variety of teaching/learning methods including discussion, personal reflection, experiential exercises, student presentations, group activities and especially case studies. Our faculty aim to create a learning environment where the learner is actively engaged in inquiry, critical thinking and problem solving. The virtual classroom is intended to provide 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 the INTE125 Moodle course page at <https://portal.columbia.ab.ca> and complete all of the 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
Professional e-Portfolio	Class 10	20%
Student Technology Blog (continuous throughout semester)	Class 10	30%
Pre-Class SIMNet Activities	Classes 1-10	20%
Microsoft Word and Microsoft Excel Projects	Classes 2-10	30%

### 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 make-up 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:**

<i>Description</i>	<i>Date</i>
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 [accessibilityservices@columbia.ca](mailto:accessibilityservices@columbia.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](http://www.lifeworks.com)

(username: Columbia College; password: LifeWorks).

**Class Schedule/Overview:**

A detailed class schedule overview and assignment breakdown will be provided at the first class. 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.