School of Academic and Skill Development

 Yukon University

COMP 050
Computer Fundamentals Course Title]
Winter 2022

3 Credits

Course Outline

INSTRUCTOR	Gabriel Ellis	**OFFICE HOURS**	Wednesday 1:00 – 3:00 p.m.
OFFICE	N/A	**CLASSROOM**	Online via Zoom
E-MAIL	gellis@yukonu.ca	**CLASS TIME**	TBD
TELEPHONE	867-456-8642	**CRN**	20047
Applied Arts office: Ayamdigut Campus A2501, liberalarts@yukonu.ca, 867-668-8770			

COURSE DESCRIPTION

Computer Studies 050 introduces students to the personal computer online via Moodle. In this course, students will gain an understanding of how to keep up with technological changes to become and remain digitally literate including an understanding of computer applications, mobile devices, the Internet, and related technologies. The focus is on using software effectively for school, home and work. Hands-on instruction is followed by individual exercises.

COURSE REQUIREMENTS

Prerequisite: Must be a full-time student at Yukon University.

RELATED COURSE REQUIREMENTS

It is highly recommended that all students have access to a computer or other device and Internet to do their studies. The minimum specifications for a student device are as follows:

Requirement	Windows-based PC	Apple Mac/macOS-based PC
Operating System	Windows 10	macOS X
Web Browser	Firefox, Edge or Google Chrome	Firefox, Edge or Google Chrome
RAM/Memory	4 GB	4 GB
Storage	5 GB of available space	5 GB of available space

EQUIVALENCY OR TRANSFERABILITY

None at present.

Find further information at: https://www.yukonu.ca/admissions/transfer-credit

LEARNING OUTCOMES

Upon successful completion of the course, students will be able to:

- use browser and e-mail software for research and communication
- safely use computers and mobile devices to access, search and share information
- produce word processing documents with appropriate formatting using a word processor
- create worksheets and charts to display data using spreadsheet software
- prepare and present presentations using graphics presentation software
- manage files appropriately to provide clear and easy access

YUKON FIRST NATIONS CORE COMPETENCY

Students who successfully complete this course will have achieved core competency in knowledge of Yukon First Nations. By the end of this course, students will have greater understanding and awareness of Yukon First Nations history, culture, and journey towards self-determination. For details, please see www.yukonu.ca/yfnccr

COURSE FORMAT

Delivery format

Classes this winter will all be online via course materials will be available on the course Moodle page. In addition, the class will meet once a week for 1.5 hours using Zoom at a time that works for the students. Zoom is a synchronous (in real time) virtual format that enables face-to-face approaches to teaching and learning. Students should plan on signing in a few minutes before class starts.

Assessments

Attendance and Participation (5% of Final Mark)

Successful completion of this course depends on regular attendance. Attendance and participation are worth 5% of the final grade. Initial and final typing tests are also included in this mark.

Students are expected to:

1. Attend each class meeting for 1.5 hours a week.
2. Do all exercises, assignments and readings assigned on Moodle.
3. Be prepared to work for 4-6 hours a week with all materials such as textbooks and data disks, in addition to the scheduled 1.5 hour once a week meeting.

Daily Exercises and Quizzes: (20% of Final Mark)

Students will be given several short exercises and quizzes throughout the course. These will be handed in for marking to ensure students get feedback on their progress. Students should plan on spending 4 - 6 hours per week outside of Zoom time to prepare for class and/or complete assignments.

Final Assignments (40% of Final Mark)

There are eight final assignments: three in MS Word, one for Internet Use, two in Excel, one in PowerPoint, and a Final Presentation Project. The assignments will consist of exercises that will demonstrate the acquisition of the skills necessary to successfully use the software presented. Students may use their notes, textbook and on-line supports to complete the assignments and due dates will be assigned.

Midterm Exam (15% of Final Mark)

The midterm exam will test students in their use of the Windows environment and Internet research skills, and Word 2016 word processing skills.

Final Exam (20% of Final Mark)

The final exam will test students in Windows file management and use of Word 2016, Excel 2016, PowerPoint 2016.

EVALUATION

A final grade for the course will be assigned on the following basis:

Attendance/Participation	5 %
Daily Exercises and Quizzes	20 %
Final Assignments	40 %
Midterm Exam	15 %
Final Exam	20 %
Total	**100%**

TEXTBOOKS & LEARNING MATERIALS

1. Textbook: Discovering Computers & Microsoft Office 2016, A Fundamental Combined Approach, available at Yukon College Bookstore or through amazon.com
2. Storage device: Flash Drive / USB Stick

COURSE WITHDRAWAL INFORMATION

Students may officially withdraw from a course or program without academic penalty up until two-thirds of the course contact hours have been completed. Specific withdrawal dates vary, and students should become familiar with the withdrawal dates of their program. See withdrawal information at www.yukonu.ca/admissions/money-matters

Refer to the YukonU website for important dates: www.yukonu.ca/admissions/important-dates

Refunds may be available. See the Refund policy and procedures at www.yukonu.ca/admissions/money-matters

ACADEMIC INTEGRITY

Students are expected to contribute toward a positive and supportive environment and are required to conduct themselves in a responsible manner. Academic misconduct includes all forms of academic dishonesty such as cheating, plagiarism, fabrication, fraud, deceit, using the work of others without their permission, aiding other students in committing academic offences, misrepresenting academic assignments prepared by others as one's own, or any other forms of academic dishonesty including falsification of any information on any Yukon University document.

Please refer to Academic Regulations & Procedures (updated bi-annually) for further details about academic standing, and student rights and responsibilities: www.yukonu.ca/policies/academic-regulations

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 University Academic Regulations (available on the Yukon University website at www.yukonu.ca/policies/academic-regulations

It is the student's responsibility to seek these accommodations by contacting the Learning Assistance Centre (LAC): LearningAssistanceCentre@yukonu.ca.

TOPIC OUTLINE

Week	Topic	Preparation/Reading, etc.
1	World of Technology (Chapter 1)	(Pages WD 1-47)
2	Creating and editing Word documents	Lesson handout
3	Office 365	Lesson handout
4	Email options at Yukon College	Lesson handout
5	Windows 7/8 and Office 2016	Lesson handout
6	File Management	Watch video, exercises

7	Internet Browsing	Lesson handout
8	Writing Research Papers	Lesson handout
9	Creating a basic presentation in PowerPoint	(Pages PPT 1 - 48)
10	Creating and editing animated presentations	Lesson handout
11	Writing a Business Letter	(Pages WD 121 - 173)
12	Creating an Excel spreadsheet with the sum formula	Lesson handout
13	Creating Excel spreadsheets with formulas and charts	Lesson handout
14	Keyboarding technique and practice	Lesson handout
15	Final Test	