Comp 030
Introduction to Computers
2022-01

3 Credits

# Course Outline

| INSTRUCTOR | Julie Hawkins | OFFICE HOURS | Wednesdays 1pm– 3pm |
|---|---|---|---|
| OFFICE | A2301 | CLASSROOM | A2408 |
| E-MAIL | jhawkins@yukonu.ca | CLASS TIME | Tues. & Thurs. 6:30pm – 8:30pm |
| TELEPHONE | 456-8606 | CRN | 10321 |
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**Liberal Arts office:** Ayamdigut Campus A2501, liberalarts@yukonu.ca, 867-668-8770

## COURSE DESCRIPTION

Computers 030 introduces students to the personal computer. Students will be introduced to a wide range of software tools using Windows and the Microsoft Office Suite. Learners will be introduced to mouse use, the fundamentals of Windows and data management, Word and basic word processing skills, Excel and spreadsheet techniques, and PowerPoint, a presentation graphics program. Students will use a browser to access information and use electronic mail on the Internet. The hands-on instruction is followed by in-class individual projects.

## COURSE REQUIREMENTS

### PREREQUISITES

Learners do not require previous computer knowledge for this course.

## EQUIVALENCY OR TRANSFERABILITY

None at present

## LEARNING OUTCOMES

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

- use an online typing program to improve keyboarding skills and speed
- explore the potential uses of the personal computer at school, home, and work
- use basic features of word processing and other software on a personal computer
- use a browser and e-mail software for research and communication

## COURSE FORMAT

### Delivery format

This course will use a hands-on format. Students will be guided through each task and lesson before being given an opportunity to experiment in a supported environment.

**Lesson Format:**

Each 120-minute class will begin with 15 minutes of typing/keyboarding practice (once applicable) followed by guided individual activities/exercises to learn new skills.

For students to be successful in this course and complete assignments, they may need to add extra computer time to their schedule. Students should set aside 1 to 2 hours per week for extra typing practice time. The computer labs in the college have posted times at which computers are available for students' use. There are also computers in the Academic Support Centre for student use.

**Please note:** For additional academic support, students are encouraged to use the Academic Support Centre (ASC).

## EVALUATION

Attendance & Participation (5% of Final Mark)

Successful completion of this course depends on regular attendance. Attendance and participation are worth 5% of the final grade. It is the student's responsibility to attend all classes at assigned times. Students who miss classes are responsible for any work missed.

Students are expected to:

1. Attend each class on time. Late arrivals will be recorded.
2. Complete exercises for each class.
3. Be prepared for each class by arriving on time, with all materials such as textbooks, pencils and USB Key.

<u>Assignments (70% of Final Mark)</u>

Students will be expected to complete various exercises and assignments during the course. Some of these exercises and assignments will be collected for marking. These exercises will usually be completed during class time with the guidance of the instructor, then emailed to the instructor at the end of class.

70% of the final mark for this course is based on completion of in-class assignments.

**Keyboarding Improvement:** (20% of Final Mark)

Students will receive 2% for every word per minute they improve during this course up to a maximum of 20%. Students will complete one timed typing test each week to track their progress.

## Quizzes and Tests
There are no other tests or quizzes for this course.

## Presentations / Activities
Students will complete and present one PowerPoint at the end of the course on a subject of their choosing. This presentation is worth 5% of the final grade.

## Exam

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|---|---|
| Engagement and Participation | 5 % |
| Assignments | 70 % |
| Keyboarding (improvement of 10 words/minute) | 20 % |
| Final PowerPoint Presentation | 5 % |
| **Total** | **100%** |

# TEXTBOOKS & LEARNING MATERIALS
- Computers 030 textbook with USB Flash Drive available in the Yukon University Bookstore.

# 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

Syllabus will be provided separately.