

I. COURSE DESCRIPTION: This course prepares learners to perform intermediate computer skills needed to succeed in further studies as well as providing practical skills for those who wish to move directly to the world of work. It enables students to create complete documents, develop basic spreadsheets, build a computer presentation and examine basic database functions.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Use word processing software to produce complete documents for academic, vocational and personal use.

Potential Elements of the Performance:

- Format with various fonts and font styles
- Change line and paragraph spacing and alignment
- Work with tabs and indents
- Add bullets and numbering
- Apply borders and shading
- Add footnotes and endnotes
- Set document margins
- Insert page breaks
- Insert headers/footers and page numbers
- Insert a table
- Insert clipart

This section will constitute 15% of the course.

2. Produce and manipulate spreadsheets in order to perform basic financial analysis and calculations.

Potential Elements of the Performance:

- Understand the purpose and function of a spreadsheet
- Identify the major parts of a spreadsheet window
- Understand and use formulas
- Enter labels, values and use autosum
- Edit cell contents
- Enter and edit simple formulas
- Switch worksheet views
- Print using options
- Create more complex functions
- Insert and type functions

- Copy/move cell entries
- Demonstrate understanding of relative vs absolute address
- Round values with a function
- Format values
- Change fonts, attributes and alignment
- Adjust column width
- Insert and delete rows and columns
- Apply colours, patterns and borders
- Apply conditional formatting
- Name and move a sheet
- Check spelling
- Plan and create a chart or pie chart
- Move and resize a chart
- Change chart design and layout
- Format a chart
- Annotate and draw a chart

This section will constitute 35% of the course.

3. **Build and enhance computer presentations for academic and business use.**

Potential Elements of the Performance:

- Define presentation software
- Plan an effective presentation
- Examine and identify parts of the PowerPoint window
- Enter slide text
- Add a new slide
- Apply design Themes
- Compare the presentation views
- Print a presentation
- Enter text in Outline mode
- Convert text to SmartArt
- Insert, modify, edit and duplicate shapes
- Add headers and footers
- Insert text from Word
- Insert ClipArt, WordArt and pictures
- Insert and edit a chart
- Insert a table
- Work with Masters and customize the Background style
- Utilize the Slide Show commands with transitions and timings
- Set Animation effects

This section will constitute 35% of the course.

4. Work within a Relational Database to enter and search data.Potential Elements of the Performance:

- Open a database and enter data
- Create a table with a primary key
- Set the relationship between tables
- Print the datasheet
- Create and modify queries
- Utilize Search to find data
- Filter the data
- Apply AND and OR criteria
- Format a datasheet

This section will constitute 15% of the course.

III. TOPICS:

1. Enhancing documents
2. Using spreadsheets
3. Presentation creation
4. Getting started with Access

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Microsoft® Office 2007 Windows XP Edition – Illustrated Series –
Introductory, Beskeen, Cram, Duffy, Friedrichsen, Reding
ISBN 13:978-1-4188-6047-9

V. EVALUATION PROCESS/GRADING SYSTEM:

There will be 3 tests.

Marks for the tests are:

Enhancing documents	30%
Using spreadsheets	35%
Presentation creation	35%

70% is the minimum grade required to pass in each test.

The following semester grades will be assigned to students:

Grade	<u>Definition</u>
A+	90 – 100%
A	80 – 89%
B	70 - 79%
F	69% and below
CR (Credit)	Credit for diploma requirements has been awarded.
S	Satisfactory achievement in field /clinical placement or non-graded subject area.
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.
NR	Grade not reported to Registrar's office.
W	Student has withdrawn from the course without academic penalty.

VI. SPECIAL NOTES:

Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Prior Learning Assessment:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

Substitute course information is available in the Registrar's office.

Disability Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade “C”, (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations. Announcements, news, the academic calendar of events, class cancellations, your learning management system (LMS), and much more are also accessible through the student portal. Go to <https://my.saultcollege.ca>.

Electronic Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session. *<Optional: It is the departmental policy that once the classroom door has been closed, the learning process has begun. Late arrivers will not be granted admission to the room.>*

Tuition Default:

Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of *<choose November, March, or June>* will be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.