

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



Sault College

**COURSE OUTLINE**

**COURSE TITLE:** Computer Applications  
**CODE NO. :** CSE301 **SEMESTER:** 5  
**PROGRAM:** Computer Training  
**AUTHOR:** Marcel VanLandeghem  
**DATE:** Jan 2006 **PREVIOUS OUTLINE DATED:** Aug 2004  
**APPROVED:**

|                         | _____       | _____       |
|-------------------------|-------------|-------------|
|                         | <b>DEAN</b> | <b>DATE</b> |
| <b>TOTAL CREDITS:</b>   | 6           |             |
| <b>PREREQUISITE(S):</b> | CSA101      |             |
| <b>HOURS/WEEK:</b>      | 4           |             |

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*For additional information, please contact C. Kirkwood, Dean*  
*School of Technology, Skilled Trades & Natural Resources*  
*(705) 759-2554, Ext.2688*

## **I. COURSE DESCRIPTION:**

This course will prepare the student for a training role in the computer support field. It will focus on the characteristics of teachers and learners, and how they interact in the learning of hardware and software skills. This course will focus on developing skills at teaching and coaching at the one-on-one and small group level.

Students will learn , develop and teach advanced features of Microsoft Office in order to facilitate project management in an office environment.

Students will research new applications as well as develop and present associated course material.

Students will then work in an advanced database environment to create Event Procedures to customize handling of forms and reports.

## **II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

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

### **1. Design and Deliver a Training Plan**

#### Potential Elements of the Performance:

- Perform a needs assessment.
- Identify learning resources.
- Define specific objectives.
- Create a training outline
- Deliver a 12 hour course and presentation
- Assess software needs
- Design working templates and forms based on assessed needs

## 2. **New Computer Applications**

### Potential Elements of the Performance:

- Learn and evaluate new applications
- Planning the project
- Generate Course Outline
- Teach Subject Matter
- Perform Evaluation Process

## 3. **Advanced Office Integration Concepts**

### Potential Elements of the Performance:

- Perform Needs Analysis
- Develop and Present Prototype
- Develop System
- Create Reports using the Custom Design Approach
- Working with Form Letters and Mailing Labels
- Integrate with other office applications

## 4. **Creating Database Event Procedures with VBA**

### Potential Elements of the Performance:

Using Macros with VBA to Store Actions  
Building Macro Groups  
Setting Macro Defaults  
Auto Executing Database Macros  
Creating Event Procedures and Buttons  
Customize a Switchboard/Menu  
Exploring Events  
Coding the Form Load Event Procedure  
Understand and Use VBA Functions

**III. TOPICS:**

1. Design and Deliver a Training Plan
2. New Computer Application
3. Advanced Office Integration
4. Creating Database Event Procedures with VBA

**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

Instructor Handouts  
Internet Resources  
Web Based Instruction Material

**V. EVALUATION PROCESS/GRADING SYSTEM:**

The mark for this course will be arrived at as follows:

|                        |      |
|------------------------|------|
| 1 Written Tests @ 20 % | 40%  |
| Lab Assignments        | 60%  |
| Total                  | 100% |

At least 80% attendance required in the labs and lectures.

- Students must complete and pass both the test, assignment and project portion of the course in order to pass the entire course.
- All Assignments must be completed satisfactorily to complete the course.
- Late assignments will not be accepted.
- Makeup Tests are at the discretion of the instructor and will be assigned a maximum grade of 60%.

The following semester grades will be assigned to students:

| <b>Grade</b> | <b><u>Definition</u></b> | <i>Grade Point Equivalent</i> |
|--------------|--------------------------|-------------------------------|
| A+           | 90 – 100%                | 4.00                          |
| A            | 80 – 89%                 | 3.00                          |
| B            | 70 - 79%                 | 2.00                          |
| C            | 60 - 69%                 | 1.00                          |
| D            | 50 – 59%                 | 0.00                          |
| F (Fail)     | 49% 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.  |

### **UPGRADING OF INCOMPLETES:**

When a student's course work is incomplete or final grade is below 50% There is the possibility of upgrading to a pass when the student meets all of the following criteria:

- 1 The student 's attendance has been satisfactory.
- 2 An overall average of at least 40% has been achieved by semester's end on tests and practical assignments.
- 3 The student has made reasonable efforts to participate in class and maintain the recommended schedule for assigned activities.

The nature of the upgrading requirements will be determined by the instructor.

And may involve re-testing and/or additional lab assignments.

### **ATTENDANCE:**

Absenteeism will affect the student's ability to succeed in the course. Absences due to medical or other unavoidable circumstances should be discussed with the instructor. The instructor reserves the right to deduct 1% of the final mark for each class missed up to a maximum of 10%. Poor attendance will also affect the upgrading process if a student receives a mark below 50%.

## VI. SPECIAL NOTES:

### Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Special Needs office. Visit Room E1101 or call Extension 703 so that support services can be arranged for you.

### 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.

### Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. 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.

### 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.

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

## VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

**VIII. DIRECT CREDIT TRANSFERS:**

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.