

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

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:

- Insert headers/footers and page numbers.
- Insert and modify graphics.
- Insert and modify pictures and drawn objects.
- Create, edit and format a table.

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.
- Enter labels, values, formulas and functions into a spreadsheet.
- Change column width and row height.
- Insert and delete rows and columns
- Format data in a spreadsheet.
- Create graphs.
- Save and print a spreadsheet.

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

Potential Elements of the Performance:

- Open, modify, save and print a presentation.
- Create a new presentation using blank slides and Wizards.
- Work with Master Slide to make changes to layout of all slides.
- Enhance presentations with graphics, tables, charts and objects.
- Apply animation and transition effects to improve the presentation.

III. TOPICS:

1. Enhancing Documents
2. Using Spreadsheets
3. Presentation Creation

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

A composite text has been prepared for the students based on:

Key Applications published by CCI Learning Solutions

Two 3 ½" high density disks

V. EVALUATION PROCESS/GRADING SYSTEM:

There will be 3 tests.

Marks for tests are:

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

The following semester grades will be assigned to students:

| Grade | <u>Definition</u> | <i>Grade Point Equivalent</i> |
|--------------|--|-------------------------------|
| A | 86-100% | 4 |
| B | 76-85% | 3 |
| C | 66-75% | 2 |
| R | Repeat – objectives not met | 0 |
| 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: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.

Testing will be done in the LBS testing center and must be scheduled by the student upon completion of the required materials. Students shall be permitted to rewrite the test with the lowest mark if they have failed the course and rewriting ONE test will bring the mark up to a pass.

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.