Course Outline Review Signature Page

Date of Review: 2013-01-14

Semester: Winter 2013

Course name & number: Computers 010 F

Program Name: College Preparation

Instructor submitting the outline for review (print name): Marion Gariepy

Chairperson Review

I [Print Name] verify that I have reviewed this course outline, and it meets all the requirements of the College’s new course outline policy.

Chairperson Signature: [Signature]

*Note: outlines not meeting policy guidelines must be returned to the instructor, revised and resubmitted to the Chairperson for review. Responsibility: Chairperson.

Dean’s Review

I [print name] verify that I have reviewed this course outline, and it meets all the requirements of the College’s new course outline policy. Signature: [Signature]

*Note: outlines not meeting policy guidelines, after the Chairperson verifies that it does, must be returned to the Chairperson. The Chair will work one-on-one with the instructor to ensure the outline is revised and resubmitted for review to the Dean. Responsibility: Dean.

Students in each course must be given a policy-compliant course outline. If a student is given an outline that proved inadequate, the Chairperson will ensure that the revised copy is given to the student and that the learner understands that that copy is the valid outline. The policy-compliant copy will be posted on the course website if one exists; old or non-compliant copies will be removed.

Electronic copies [pdf] of each approved course outline, with this attached signature page, must be submitted by the Dean to the Registrar by the second week of the applicable semester. These will be held by the Registrar.

Course outlines must be submitted for review on semester by semester basis. Stale-dated outlines, recycled from a previous term without review and updating, are immediately declined.
ACADEMIC FOUNDATIONS

Comp010

Computer Literacy

Instructor:

MARION GARIEPY

Phone: (780) 697-3767

email: marion.gariepy@keyano.ca
Instructor Information

Marion Gariepy
780-679-3767
Text only: 780-370-5005
marion.gariepy@keyano.ca

Office Hours: Monday 2:00 - 3:00 p.m.
Tuesday 10:30 a.m. - 12:30 p.m.
Wednesday 3:00 - 4:00 p.m.
Thursday 10:30 - 11:30 a.m.
Or by appointment

Course Description

This course is an introduction to microcomputers and basic software applications
such as Word 2007 and Excel 2007. This course may be used to fulfil the science
requirement of the High School equivalency certificate.
Alberta Education Course Equivalency: Computer Literacy 10
Prerequisite: none Co-requisites: AFM009 and AFL009
Credit Type: 50%

Duration: January 7th to April 23rd

Class Schedule: Monday to Thursday 4:00 - 4:50 plus either Monday or Tuesday 3:00 - 3:50
Room 110

Teaching and Learning Methodologies

Instruction will be individual and small group, with emphasis on independent learning.

Required Resources

Texts:
GO! With Microsoft: Word 2007 Brief, GO! With Microsoft: Excel 2007 Brief, and GO! With
Microsoft PowerPoint Brief will be available on loan from the college.
A USB storage device is recommended.

Course Outcomes

Upon successful completion, students will be able to:
• Use Word 2007 to create various Office documents including reports, letters and posters
• Use Excel 2007 to create and modify spreadsheets, enter formulas, and create charts
• Use PowerPoint to create slideshows with graphics
### Evaluation

<table>
<thead>
<tr>
<th>Evaluation Type</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>WORD assignments</td>
<td>15 %</td>
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<tr>
<td>WORD Final Assignment</td>
<td>15 %</td>
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<tr>
<td>EXCEL assignments</td>
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<td>EXCEL Final Assignment</td>
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<tr>
<td>PowerPoint assignments</td>
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<tr>
<td>PowerPoint Final Assignment</td>
<td>15 %</td>
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### Keyano College Academic Regulations

Academic regulations regarding examinations, transfers, grades, policies, student rights and responsibilities, financial aid and awards can be found in the Keyano College calendar or online.

### Important Dates

- **January 7 Monday**: Winter semester begins for academic programs
- **January 11 Friday**: Last day to add for academic programs; winter semester fees due
- **January 14 Monday**: Winter late fee applied
- **January 18 Friday**: Last day to drop for academic programs
- **February 15 Friday**: Last day to withdraw with a 50% refund
- **February 18 Monday**: College closed (Family Day)
- **March 5 Tuesday**: Aboriginal Day
- **March 8 Friday**: Last day to withdraw without academic penalty
- **March 29 Friday**: College closed (Good Friday)
- **April 1 Monday**: College closed (Easter Monday)
- **April 19 Friday**: Last day of classes for Certificate, Diploma & University programs
- **April 22-30**: Final Exams for Certificate, Diploma, and University programs
- **April 23 Tuesday**: Last day of classes for Academic Upgrading
- **April 25-30**: Final Exams for Academic Upgrading
- **April 26 Friday**: Fort Chipewyan Campus Graduation

### Performance Requirements

#### Student Attendance

The most important things students can do to succeed are to attend every class and participate actively. Class attendance maximizes a student’s learning experience. Attending class is a good way to keep informed of matters relating the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course. Please refer to pages 32 to 36 of the Credit Calendar.
Student Preparation
It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and/or notes that may be due.

Academic Misconduct (pages 33-34 of the Credit Calendar)
Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:
* Plagiarism or the submission of another person’s work as one’s own
* The use of unauthorized aids in assignments or examinations
* Unauthorized collaboration with others in preparing work
* The deliberate misrepresentation of qualifications
* The willful distortion of results or data
* Substitution in an examination by another person

Penalties for academic offences may range from a verbal reprimand to dismissal from the College, and in certain circumstances may involve legal action.

Accommodation for Students with Disabilities
The College will provide reasonable accommodation to students with disabilities in order to promote academic success. If you require accommodation, contact the Learner Assistance Program (LAP) Office at 780-792-5608 or speak to an instructor or the director.

Course Topics and Schedule

<table>
<thead>
<tr>
<th>WEEK</th>
<th>TOPIC</th>
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<tbody>
<tr>
<td>1</td>
<td>WORD Chapter 1</td>
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<tr>
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<td>WORD Chapter 1</td>
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<td>8</td>
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<td>Excel Chapter 1</td>
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<td>12</td>
<td>PowerPoint Chapter 1</td>
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<tr>
<td>13</td>
<td>Choice of Excel or PowerPoint Chapter 2</td>
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<tr>
<td>14</td>
<td>Choice of Excel or PowerPoint Chapter 2</td>
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<tr>
<td>15</td>
<td>Complete Excel / PowerPoint assignments</td>
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