

**Columbia College
Online and Computer Skills 101**

Lecture 1

Course Outline

Semester Dates: June 7- 24, 2022

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Class Time: June 7, 14, 21 at 5:30-8:30

Room: Online class (MS Teams)

Credit: Non-Credit Course

Prerequisite: None

Note: It is the student's responsibility to be familiar with the information contained in the Course Outline and to clarify any areas of concern with the facilitator.

If a holiday falls on a scheduled class day or a class needs to be rescheduled, a make-up class will be scheduled for Friday. Students are required to make arrangements to be present at the rescheduled class.

Course Description:

This course is designed to prepare students with the computer skills necessary to succeed in Columbia Programs. It targets the use of online learning software, keyboarding skills, and Microsoft Office. It is offered to students in departments that require the use of a variety of technologies to function in the first few weeks of their courses. The skills gained in this course will be useful in most courses and careers; students who complete this course successfully will generally save themselves a lot of stress and time moving forward.

Classes are held online. Students will need access to a computer or laptop and reliable internet connection during the scheduled class times; phones and iPad-type tablets are not suitable for this course. A microphone and camera are also required. Students will be provided with instructions and login information for Microsoft Teams (online classroom) a few days before classes begin.

Learning Outcomes:

As a result of active participation in these sessions, a student can expect to:

- Use a variety of technology-based learning and productivity tools;
- Use Microsoft Teams efficiently for communication and learning.
- Develop comfort using several components of Microsoft Office that are commonly used in secondary and post-secondary education: Outlook, Word, PowerPoint, Teams, and Excel.
- Develop the skills to use online learning materials and software effectively
- Improve keyboarding skills
- Appreciate diversity of expression, opinion and perspective
- Set appropriate personal goals for participation in a group

Course Format:

This course uses a variety of tools and methods to assist student learning. Students will watch live and video demonstrations of the software and complete informal practice. They will complete most of the

learning in homework assignments and complete quizzes, keyboarding tests, and assignments to demonstrate that they have mastered the skills.

There are three 2-hour long live classes followed by an hour when students who desire extra support and assistance can request support from the facilitator. If a student run into difficulty during the first 2-hours of class or does not pass the in-class quiz, the facilitator will ask the student to remain behind and get extra assistance during the final hour. Students who are successful on the quiz and are confident in their ability to complete the homework may leave after the first 2 hours.

Required Textbooks and Equipment:

Once students are registered in the course, all materials will be supplied. Students are welcome to work ahead through the coursework listed below.

Homework Assignment Due for the First Class:

This assignment is to be completed **BEFORE** your first class. The Teams and Moodle classes will appear at least 3 days before Class 1.

1. Sign into Microsoft Office, locate the first class in the calendar and ensure you can enter the classroom; please do this several days before the class begins to ensure that you can start class on time. The class will move quickly, so it is important to be prepared. Contact the helpdesk if you cannot.
2. Sign into the Moodle Learning Portal and Locate your class. Ensure that you can find the class homepage in Moodle before you come to Class 1. Contact the helpdesk if you cannot.
3. Watch the following videos demonstrating the basics of email and word (You need to be signed into your Columbia Office.com account to see the videos).

a. https://columbiacollegecalgary.sharepoint.com/:v:/s/AUStudySkills/ETHQIm-DGMVNkgzCU7WW3cEBsle4wMkw58CPbTP_3u_5Aw?e=ZtbBbF

b. <https://columbiacollegecalgary.sharepoint.com/:v:/s/AUStudySkills/EYkYipkhLV5Fhbv32yAoJUcBNCn1bsE8QgQ9Z7ceOXr9TA?e=8cpOXF>

Helpdesk if you cannot sign into Office365 or the Moodle Learning Portal

itsupport@columbia.ca or call the College and ask to speak to the IT Department.

Evaluation - Assessment of Student Performance:

The final grade in the course will be based on the following elements. Wherever possible facilitators will use rubrics to assess your performance and offer feedback.

Title of Assignment/Examination	Due Date	Weight
Homework assigned in Class 1		20%
Class 1 Forms Quiz		10%
Final Project (Class 3)		40%
Keyboarding/Typing.com (Class 3)		30%
		100%

Please note that all homework and assignments are due at the beginning of each class.

Grading:

Grades for each component will be added together at the end of the semester. The final total will be translated to the Columbia College's 4.0 grading scale as follows:

Marking and Grading Conversion:

Description	Letter Grade	Grade Points	Percentage Scale	
Excellent	A+	4.0	100	95
	A	4.0	94	90
	A-	3.7	89	85
Good	B+	3.3	84	80
	B	3.0	79	75
	B-	2.7	74	70
Satisfactory	C+	2.3	69	65
	C	2.0	64	60
	C-	1.7	59	55
Poor	D	1.0	54	50
Failure	F	0.0	49	0

Please note that the passing grade is a C+ in this course.

Submission and Completion of Assignments:

You are expected to submit assignments by the due date. Any late assignments may be assessed a marking penalty of 5% per day. If you are unable to submit an assignment on the due date, you must request an extension **before** the due date by filling out an *Application for Assignment Extension form (SSPP-F012)* that is to be submitted to the Department Chair for approval. This form is available on Columbia's website, Bldg. 802 – Main Office and from Department Chairs.

Requesting an Examination Deferral:

If you are requesting an exam to be deferred, you must submit an Application for *Deferred Examinations form (SSPP-F012)* to the Department Chair **within 48 hours of the missed examination date and time**. Applications for deferred examinations will only be considered due to medical or personal emergency. A medical certificate or other appropriate documentation may be required. This form is available on Columbia's website, Bldg. 802-Main Office and from Department Chairs.

Attendance Requirements:

Columbia College believes that students are committed to their program and learning experiences. However, it is understood that there are times when students may be absent. Any absences can be viewed as a potentially serious disruption of the learning process and necessary achievement of the learning objectives. Being late is also considered unacceptable as it interferes with the learning opportunities of others. Unavoidable absences or lateness must be reported to the course facilitator in advance. Please refer to Columbia College's *Attendance Policy and Regulations (ADM-P151)* for detailed information on Attendance Requirements.

Academic Integrity:

Academic dishonesty is a serious offence and can result in suspension or expulsion from Columbia College.

There is no tolerance for academic dishonesty and any student caught plagiarizing is subject to serious sanctions as outlined in the *Student Code of Conduct Policy (ADM-P229)*. Students are encouraged to familiarize themselves with this policy and avoid any behavior that could possibly be seen as cheating, plagiarizing, misrepresenting, or putting into question the integrity of one's academic work.

Student Conduct:

It is the responsibility of each student to uphold the expectations and responsibilities outlined in the *Student Code of Conduct Policy (ADM-P229)* and any additional requirements established by your program.

Generally, each student will:

- be respectful and courteous toward others;
- demonstrate appropriate and supportive communication skills, and coach, assist, advise and otherwise support other students in their studies;
- manage any personal stress and conflict in a positive and resourceful manner, and assist others to do the same;
- be dressed in a manner appropriate for their workplace or learning environment, as established by the program;
- conduct themselves in a professional manner with regard to their communication with others and their behavior in class;
- conduct themselves with academic integrity in all of their learning activities, tests, exams, and assignments
- keep up with day-to-day classroom and course expectations.

Important Dates:

Description	Date
Last to add/drop courses	5 school operating days from the start of the semester OR before the third scheduled class, whichever is greater

Last day to withdraw without academic penalty

50% or less of the semester has been completed

Final Examination

A final exam may take many formats. If a final exam is scheduled, it will be taken in an assigned room under the supervision of a Test Proctor. Students must be on time as they will not be permitted to enter once the exam has started. Exam schedules are available in each building on a bulletin board, as well as online at www.columbia.ab.ca/exams. It is the student's responsibility to check this exam posting.

Appeals:

Please refer to the *Student Appeal Policy (ADM-P177)*.

Students with Temporary or Permanent Disabilities:

Students with temporary or permanent disabilities or medical condition may apply for accommodations. To be considered for an accommodation, a student must register with Columbia College's Accessibility Services by making an appointment with a Accessibility Services Advisor – Main Office – Bldg. 802 or emailing accessibilityservices@columbia.ab.ca. The Department Chair or facilitator is not able to provide you with any accommodations without you taking this step. Please refer to Columbia College's website to review *the Accommodation Policy and Handbook (ADM-P188)*.

Student Support:

Students should be aware that Life Coaching, Career and Disability Services, and Student Support Services (i.e. tutoring, academic strategists, etc.) are provided by Columbia College. Inquire how to request these services at the Main Office in building 802. It is the student's responsibility to discuss their specific learning needs with the appropriate service provider.

Class Schedule/Overview:

Please note that this schedule is subject to change. Any changes or cancellations will be emailed to you. It is your responsibility to check the email address you have given to the school on a daily basis for any messages from the Department Chair/designate, facilitator or College Administration. It is the student's responsibility to be familiar with the information contained in the Course Outline and to clarify any areas of concern with the facilitator.

Additional homework may be assigned in class.

Class Session	Topics	Pre-Class Readings
1	<ul style="list-style-type: none"> • Introduction to Microsoft Teams • Introduction to Moodle • Introduction to Outlook, Word and Forms • Register in Typing.com • Introduction to GCFglobal website 	<ul style="list-style-type: none"> • Teams Use Booklet • Moodle and Teams Videos
2	<ul style="list-style-type: none"> • Word Lessons 7-12 • Introduction to Excel (Lessons 5,6,7) 	<ul style="list-style-type: none"> • Complete Assignment 1 (Word, Attachment & Email) • Complete GCFglobal Word Lessons 1 to 6 • Complete the Forms Quiz • Practice Keyboarding in typing.com
3	<ul style="list-style-type: none"> • Introduction to PowerPoint • Keyboarding Test • Word Part 3 • Complete Final Project 	<ul style="list-style-type: none"> • GFC global Word Lessons 7, 9, 10, and 12 • GCFglobal Excel Lessons 5-7 • Practice typing on typing.com to prepare for test • Begin work on Final Project; complete as much as possible before Class 3
4	<ul style="list-style-type: none"> • Retest on typing.com 	<ul style="list-style-type: none"> • If needed, this will be booked and assigned by facilitator.

Appendix 1 Assignment Outlines

Please note that this course is designed to improve your chances of success in your programs in the college. Copying or submitting someone else's work will be reported to the Registrar's Office under the Academic Misconduct policies contained in the *Student Handbook*.

Assignment #1 – Word and Email Assignment

Value 10%

Due: before Class 2. Assigned in Class 1.

1. Find a picture on the Internet and save it to your computer or OneDrive
2. Create a new document in Word. Type your name in the document 4 times. Follow the template provided by your facilitator to set the colours, alignment and font. Save it to your computer or OneDrive.
3. Email your facilitator from your Columbia email account; attach the picture and Word document to the email. Also, find a funny video online and add the link to the email at the bottom of the body of the email. Remember to include a subject line and add a professional body with *Dear XXX*, at the start and a signature line.

Forms Quiz:

Value 10%

Due: before Class 2

Complete and submit the Quiz. Facilitator will provide a link to the quiz during Class 1.

Final Project

Value 20%

Due: Three hours after the end of Class 3

Complete the Word and Excel sections of the Final Project and save it to the course folder before Class 3. You will complete the PowerPoint Section and fix any errors in the Word and Excel sections after Class 3.

Part 1: Word

Type your name and student number on a new Word Document. Copy and Paste it 15 times onto the page. Use the Final Project Assignment Sheet to make your copy match the template provided (colour, font, alignment, spacing, numbering, bullets).

Part 2: Excel- Complete the Final Excel Project Sheet following the instructions on the template.

Part 3: PowerPoint- Create a 3 page slideshow on the topic of your hometown. Include at least one photograph; you can use the Final Project template as a guide. You should use different fonts, text colours. Going beyond the minimum can raise your mark.

Keyboarding Quiz
Value 30%
Due: During Class 3

During Class 3, you will take a two-minute Intermediate level quiz. You need to achieve 30 wpm on the quiz; errors will reduce your mark. You have 3 attempts to reach this level. You need at least 20wpm to get a mark above zero.

RUBRICS:

Rubric for Keyboarding

100	95	90	70	0-40
35wpm or more with 100% Accuracy	30-35 wpm with 100% accuracy OR 35+ wpm with 95% accuracy	30+ wpm with 90-92% accuracy	20-29wpm with 92%-100% accuracy OR 30wpm+ with under 92% Accuracy	Under 20wpm OR 20wpm+ with under 92% Accuracy

Rubric for Assignment 1

50	45	40	35	0
Video, picture and Word Document are in one email, sent correctly with a clear subject line, greeting, body sentences and signature line.	Close to perfect but with one or two minor errors that are hard to notice in email format. Email contains all style requirements	All parts submitted. Email is missing one component (greeting, subject line, signature line).	One or two significant errors OR two emails used to send documents/link. Email is missing greeting, subject line, or signature line.	Email attachments not included or accessible
50	45	40	35	0-30
Word document looks exactly like the template document (colour, spacing, alignment, size, font, etc).	Word document is close to perfect but with one or two minor errors that are hard to notice	Word document shows one technique is not mastered	Formatting of Word document shows 2 techniques have not been mastered.	Several errors indicating that Word techniques are not understood.

Note: 5% penalty for every day the assignment is late.

Rubric for Word Assignments

100	90	85	70	0-40
Looks exactly like the template document (colour, spacing, alignment, size, font, etc).	Close to perfect but with one or two minor errors that are hard to notice	Looks exactly like the template but one technique is wrong	A few minor problems with formatting	Document does not resemble the template. Several techniques not mastered. Word not used to create and/or submit document.
Submitted in Word format, on time and in way specified in instructions	Submitted in Word format, on time and in way specified in instructions	Submitted in Word format, on time and in way specified in instructions	Submitted in Word format, on time and in way specified in instructions	

Note: 5 marks will be subtracted for every day the assignment is late.

Rubric for Excel Document

100	90	85	70	0
Looks exactly like the template document (colour, spacing, alignment, size, font, etc.) Shortcuts used to create sum and calculations	Close to perfect but with one or two minor errors that are hard to notice	Looks exactly like the template but one technique is wrong	A few minor problems with formatting or number calculations	Document does not resemble the template. Several techniques not mastered.
Submitted in Excel format, on time and in way specified in instructions	Submitted in Excel format, on time and in way specified in instructions	Submitted in Excel format, on time and in way specified in instructions	Submitted in Excel format, on time and in way specified in instructions	Excel not used to create and/or submit document.

Note: 5% will be subtracted for every day the assignment is late

Rubric for PowerPoint Document

100	90	85	70	0
Presentation has more than 3 pages and contains animations and/or automatic transitions. Minimum of one picture. Design is crisp and clear.	Close to perfect but with one or two minor errors that are hard to notice. 3 or more slides long.	Has one picture, 3 slides	A few minor problems with formatting or number calculations	Document does not resemble the template. Several techniques not mastered.
Submitted in PowerPoint format, on time and in way specified in instructions	Submitted in PPT format, on time and in way specified in instructions	Submitted in PowerPoint format, on time and in way specified in instructions	Submitted in PowerPoint format, on time and in way specified in instructions	PowerPoint not used to create and/or submit document.