School of Academic and Skill Development

Comp 050
Computer Studies 050
Winter 2025

3 Credits

Course Outline

INSTRUCTOR	Julie Hawkins	OFFICE HOURS	TBD
OFFICE	A2301	CLASSROOM	In person (A2301)
E-MAIL	jhawkins@yukonu.ca	CLASS TIME	Tues & Thurs. 1:00 – 2:30pm
TELEPHONE	867-456-8606	CRN	20125
Liberal Arts office: Ayamdigut Campus A2501, liberalarts@yukonu.ca, 867-668-8770			

COURSE DESCRIPTION

Computer Studies 050 introduces students to the personal computer. In this course, students will gain an understanding of how to keep up with technological changes to become and remain digitally literate including an understanding of computer applications, mobile devices, the Internet, and related technologies. The focus is on using software effectively for school, home and work. Hands-on instruction is followed by individual exercises.

COURSE REQUIREMENTS

Must be a full-time student at Yukon University.

EQUIVALENCY OR TRANSFERABILITY

None at present

LEARNING OUTCOMES

Upon successful completion of the course, students will be able to:

- use browser and e-mail software for research and communication
- safely use computers and mobile devices to access, search and share information
- produce word processing documents with appropriate formatting using a word processor
- create worksheets and charts to display data using spreadsheet software
- prepare and present presentations using graphics presentation software
- manage files appropriately to provide clear and easy access

Note: *A detailed list of learning outcomes taken from the ABE Articulation Handout are listed at the end of this document.*

COURSE FORMAT

Delivery format

This course is delivered online with one/two meeting times (synchronous delivery) during which students are expected to attend by web-conferencing (i.e., Zoom) and engage with the instructor and other students.

This course will use a hands-on format. Students will be guided through each activity and then be given labs and assignments to complete. Due to a shortened class time on-line, students will be expected to complete all labs and assignments outside of class time.

Workload

In order for students to complete assignments and be successful in this course, they will need to add extra computer time to their schedule. Students should set aside 4 - 5 hours per week for homework in addition to the 3 hours of class time.

Please note: For additional academic support, students are encouraged to use the Academic Support Centre (ASC).

EVALUATION

Attendance & Participation (5% of Final Mark)

Successful completion of this course depends on regular attendance. Attendance and participation are worth 5% of the final grade. Initial and final typing tests are also included in this mark.

Students are expected to:

- Attend each class on time.
- Do all exercises, assignments and readings assigned for each class.
- Be prepared for each class by arriving/signing in on time, with all materials such as textbooks and data disks.

Daily Exercises and Quizzes: (20% of Final Mark)

Students will be given several short exercises and quizzes throughout the course. These will be handed in for marking to ensure students get feedback on their progress. Students will require additional time outside of class to complete many of the exercises. Students must make arrangements within one week to complete exercises or quizzes that they have missed or a mark of zero will be assigned for that item.

Final Assignments (40% of Final Mark)

There are eight final assignments: three in MS Word, one for Internet Use, two in Excel, one in PowerPoint, and a Final Presentation Project. The assignments will consist of exercises that will demonstrate the acquisition of the skills necessary to successfully use the software presented. Students may use their notes, textbook and on-line supports to complete the assignments and due dates will be assigned.

Midterm Exam (15% of Final Mark)

The midterm exam will test students in their use of the Windows environment and Internet research skills, and Word 2016 word-processing skills. Students may use the computer for all parts of the midterm exam.

Final Exam (20% of Final Mark)

The final exam will test students in Windows file management and use of Word 2016, Excel 2016, PowerPoint 2016. Students may use the computer for all parts of the final exam.

The midterm exam and final exam will consist, in part, of multiple-choice questions and true/false questions, and, in part, completion exercises that will test the acquisition of the skills necessary to successfully use the software presented.

Daily Exercises & Quizzes	20%
Assignments	40%
Midterm Exam	15%
Participation	5%
Final Exam	20%
Total	100%

TEXTBOOKS & LEARNING MATERIALS

1. Textbook: **Discovering Computers & Microsoft Office 2016, A Fundamental Combined Approach**, available at Yukon College Bookstore or through amazon.com

2. Storage device: Flash Drive / USB Stick

3. Notebook to take notes as needed

RELATED COURSE REQUIREMENTS

It is highly recommended that all students have access to a computer or other device and Internet to do their studies. The minimum specifications for a student device are as follows:

Requirement	Windows-based PC	Apple Mac/macOS-based PC
Operating System	Windows 10	macOS X
Web Browser	Firefox, Edge or Google Chrome	Firefox, Edge or Google Chrome
RAM/Memory	4 GB	4 GB
Storage	5 GB of available space	5 GB of available space

COURSE WITHDRAWAL INFORMATION

Students may officially withdraw from a course or program without academic penalty up until two-thirds of the course contact hours have been completed. Specific withdrawal dates vary, and students should become familiar with the withdrawal dates of their program. See withdrawal information at www.yukonu.ca/admissions/money-matters

Refer to the YukonU website for important dates: www.yukonu.ca/admissions/important-dates

Refunds may be available. See the Refund policy and procedures at www.yukonu.ca/admissions/money-matters

ACADEMIC INTEGRITY

Students are expected to contribute toward a positive and supportive environment and are required to conduct themselves in a responsible manner. Academic misconduct includes all forms of academic dishonesty such as cheating, plagiarism, fabrication, fraud, deceit, using the work of others without their permission, aiding other students in committing academic offences, misrepresenting academic assignments prepared by others as one's own, or any other forms of academic dishonesty including falsification of any information on any Yukon University document.

Please refer to Academic Regulations & Procedures (updated bi-annually) for further details about academic standing, and student rights and responsibilities: www.yukonu.ca/policies/academic-regulations

ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon University Academic Regulations (available on the Yukon University website at www.yukonu.ca/policies/academic-regulations

It is the student's responsibility to seek these accommodations by contacting the Learning Assistance Centre (LAC): LearningAssistanceCentre@yukonu.ca.

Detailed Learning Outcomes

These learning outcomes come directly from the 2022-2023 edition of the ABE Articulation Handbook located at the www.bctransferguide.ca.

Upon completion of this course, students will be able to:

- Keyboarding
    - use correct touch typing techniques and procedures
    - achieve an adjusted typing speed of 20 wpm

- Introduction to Computers
    - demonstrate the ability to launch and terminate an application program
    - develop an appreciation of the evolution of computer technology and the range of applications in society
    - describe commonly used computer terminology and acronyms
    - describe the differences between hardware and software
    - demonstrate the use of the features of a mouse, trackpad and other pointing devices
    - demonstrate the ability to operate a printer (power on, put on line/off line and load paper)

Detailed Learning Outcomes (continued)

- Operating System
    - describe the basic operations of an Operating System (launching applications programs and managing system resources)
    - demonstrate the ability to correctly name and locate files and folders
    - demonstrate the ability to perform basic file operations using the operating system (copy, move, erase and rename)

- Word Processing
    - create a new word processing document
    - edit a document, including cutting and pasting text
    - print a document
    - save a document to a specified location
    - retrieve a document from a specified location
    - use tools such as a spell checker and thesaurus
    - format a page using basic page layout properties (margins, justification, boldfacing and line spacing)
    - demonstrate the ability to use help features and tutorials
    - create headers, footers and page numbering
    - manipulate margins
    - create and edit tab stops, tables, columns, page and section breaks

- Electronic Communications
    - browse and search the Internet
    - send and receive email with file attachments
    - recognize security problems associated with Internet

- Other
    - import information from other sources such as graphs, graphics, spreadsheets, databases and the Internet
    - perform basic spreadsheet and database operations
    - prepare and deliver a presentation using a computer
    - demonstrate the ability to participate in an online course