

Computer Basics for Operators

Course Outline

Course Description

This 2-day course is designed to increase the participants' computer proficiency to assist them in performing their duties in the workplace.

Students will gain computer knowledge and skills by completing several computer assignments and projects, with guidance from the instructor. Students will apply their learning by completing a final project that incorporates Word, E-mail, Internet searching, and Excel.

Course Pre-requisites

There are no specific pre-requisites for this course. However, Grade 12 (or equivalent) math skills are an asset. Math upgrades are available –contact us.

Continuing Education Units (CEUs)

This course is accepted with EOCP as core for SWS, WT, WD, WWT, WWC, SWWS - for 1.2 CEUs.

Course Duration

- 2 days
- 8:30 am – 4:00 pm each day
- 1 hour lunch break
- morning and afternoon break (15 minutes each)

In order for students to complete assignments and be successful in this course, they may need to add extra computer time to their schedule.

Course Topics and Learning Outcomes

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

- Explore the potential uses of the personal computer at school, home and work
- Use basic features of word processing and other software on a personal computer
- Use browser and e-mail software for research and communication
- Create a spreadsheet in Microsoft Excel and use the spreadsheet to enter data and apply formulas
- Create a profile and be able to use the EOCP Career Relationship Management System

Delivery Method/Format

This course will use a **hands-on format**. Students will be guided through each activity before being given an opportunity to experiment in a supported environment.

Material/Handouts (supplied)

- Student Binder: Yukon University. Computer Basics for Operators; an Elective –Workplace Essential Skills– course. Whitehorse, Yukon.
- EOCP Course Completion and Evaluation Form.
 - every student needs to complete and return this form for any CEU allocation
- Calculators are provided but students are welcome to use their own.
 - please return

Course Requirements

Attendance and participation in class are required. It is the student’s responsibility to attend all classes. Students who miss classes are responsible for any work missed. Completion of assignments and daily attendance records will be used to assist in determination of attendance and participation.

CEUs will be allocated based on attendance and course completion; Yukon University records will show a pass or fail result. If the participant doesn’t attend the class, Yukon University records will show a “no show” result and no CEUs will be allocated.

Evaluation

Students will be expected to complete various exercises and assignments as part of this course. The passing mark is 70%. If a student fails any evaluation, arrangements can be made for a re-assessment. Please note that any evaluation in this course is for self-assessment purpose only.

Appropriate Language

In all areas of the University environment, students are responsible for showing respect for others. Swearing, or language that is discriminatory or derogatory in relation to race, sex, ethnic background, religious beliefs, age, and physical condition is not appropriate.

Computer classes can be particularly frustrating for students; therefore, students are encouraged to manage their stress in such a way that it does not disturb others. There may be times it is best for the student to step out of the classroom to manage stress and minimize the disruption of others in the class.

Electronic Devices

In order to be successful in classes and minimize distractions for others, cell phones, iPods, and other electronic devices must be turned off while students are in class. In an emergency situation, the instructor may give a student permission to use a cell phone or pager.

Academic and Student Conduct

Information on academic standing and student rights and responsibilities can be found in the current Academic Regulations that are posted on the Student Services/Admissions & Registrations web page.

Plagiarism

Plagiarism is a serious academic offence. Plagiarism occurs when students present the words of someone else as their own. Plagiarism can be the deliberate use of a whole piece of another person's writing, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material. Whenever the words, research or ideas of others are directly quoted or paraphrased, they must be documented according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Resubmitting a paper which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the University.

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). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, they should contact the Learning Assistance Centre (LAC) at LearningAssistanceCentre@yukonu.ca.