



COURSE OUTLINE

CL 100

Computer Literacy

**15 HOURS
1.5 CREDITS**

PREPARED BY: _____
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DATE: _____

APPROVED BY: _____
Shelagh Rowles, Dean

DATE: _____

YUKON COLLEGE

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Course Outline prepared by Christina Thomas, August, 2011.

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COMPUTER LITERACY 100 (CL100)

Instructor:	Christina Thomas	Office	A2416
Email:	cthomas@yukoncollege.yk.ca		
Office Hours:	By appointment	Telephone	668-8755
Course Length:	15 hours	Credits:	1.5
Course Days/Times:	Check schedule		
Classroom No.:	A2408		

COURSE DESCRIPTION

This introductory workshop is designed for students who have little or no computer experience or for those who need to update their knowledge of computers and operating systems.

The following topics will be covered:

Windows 7 basics	Searching for files and information
Working with files	Intro to E-Mail
Organizing files with Windows Explorer	Intro to the Internet

A great deal of emphasis will be placed on organizing folders, subfolders, and files.

Students who believe they possess these skills will write an assessment. Students attaining an acceptable mark on the assessment will automatically pass CL100. Students who do not meet that standard will be required to complete the 1.5 credit CL workshop.

LEARNING OUTCOMES

After completing this course, students will have an understanding of computer hardware, software, Windows 7 and Microsoft Outlook. Students will also have a basic understanding of how a computer works and will be able to understand and use computer vocabulary.

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

1. Use the features of Windows 7 to operate a computer.
2. Organize folders, subfolders and files using Windows Explorer.
3. Find files on local or network drives and search for information on the Internet.
4. Use the features of E-Mail.
5. Understand the structure of the Internet and the World Wide Web using Internet Explorer.

DELIVERY FORMAT

Computer Literacy is a 15-hour course. In addition, students are expected to spend extra time practicing the skills and reading the text in order to master the required skills.

The format of the workshop will include lectures, demonstration, and individual work. Students will complete assignments, one quiz and one final exam.

PREREQUISITES

None

COURSE REQUIREMENTS/EVALUATION

Attendance and Participation

Regular student attendance and participation are essential. The material covered in class will be cumulative, and missing a class(es) will put a student at a disadvantage. *If you do miss a class*, please let the instructor know (in advance, if possible), and the instructor can then tell you how to make up for the missed class(es). Upon returning to class, students are responsible for checking with the instructor to get work or handouts missed during their absence(s).

Quiz

One quiz will be held. Quizzes help students master small chunks of content, provide review, and immediately pinpoint skills that need further attention. It will be used mainly to emphasize the most recently covered theory and skills.

Assignments

There will be two assignments in CL100.

The first is the file management assignment. This assignment must include the student's name and must be submitted in a file folder with the assignment **diskette**. The diskette, which accompanies the assignment, must be secured in the folder and easily accessible and must contain **only the files related to the assignment**. An assignment **without a disk** will not be marked. The Internet assignment must be emailed to your instructor with the appropriate format in the subject line (CL100, Smith, Assignment #1)

The second assignment is an email and internet assignment.

All assignments must be handed in *before the beginning of class* on the day requested unless previous arrangements have been made *in writing* with the instructor.

Late assignments will lose 10% per day penalty for each of the first three days. No assignment will be marked after the three-day penalty period.

If you feel you have a valid reason why you should not be subject to the penalty, it is your responsibility, as soon as you return, to inform your instructor. All late assignments that are submitted for grading purposes must be accompanied by a written explanation that includes the following:

- Your name
- Course name
- Reason for late (doctor's note if applicable)
- Original due date
- Date submitted

If you know ahead of time that you will be absent, it is your responsibility to provide a written explanation to your instructor. Arrangements can then be made with your instructor for your assignment due dates.

Final Test

The final exam will be 3 hours in length. Students must complete final exam within the allotted time. Students are permitted to bring one reference sheet into the exam. (1 double sided 8.5X11 sheet).

If you are unable to write the final exam because of illness, you must provide a doctor's note to be allowed to write at another time. The final exam must be written within one week of your return.

DETERMINATION OF FINAL MARK

A final mark for the course will be determined on the following basis:

Quiz
Assignments (2)
<u>Final Exam</u>
Pass/Fail

GRADES ON TRANSCRIPT

For transcript purposes, grades will appear as a P (pass) or an F (fail).

STUDENTS WITH DISABILITIES OR CHRONIC CONDITIONS:

Reasonable accommodations are available for students with a documented disability or chronic condition. It is the student's responsibility to seek these accommodations. If a student has a disability or chronic condition and may need accommodation to fully participate in this class, he/she should contact the Learning Assistance Centre (LAC) at (867) 668-8785 or lassist@yukoncollege.yk.ca.

TEXTS AND MATERIALS

1. *Microsoft Windows 7 — Introductory* by Parsons, Oja, and Ruffolo. New Perspective Series ©2010. ISBN 10:0-538-74601-7
2. Paper, pens, pencils, file folders, looseleaf paper, binder
3. A flash stick (or USB memory drive)
4. 1 or 2 computer diskettes

FINAL POINT FOR WITHDRAWAL

A student may formally withdraw from the course on or before **Wednesday, September 14, 2011**. After that date, failure to complete the course will result in an "F" on your transcript.

In order to withdraw, a student must submit an official withdrawal form obtained from the Registrar's Office, or a dated letter, clearly outlining the course name, number and section, and signed by the student.