
Computer Applications

General Arts and Science

Course Number: DAT5758A	Co-Requisites: N/A	Pre-Requisites: N/A
Applicable Program(s): Multiple Programs	AAL: Multiple Levels	Core/Elective: Multiple Core/Elective
Prepared by:	Krista Callaghan-Kelly, Professor	
Approved by:	Leigh Ridgway, Acting Chair	
Approval Date:	Thursday, June 13, 2019	
Approved for Academic Year:	2019-2020	
Normative Hours:	42.00	

Course Description

The effective use of industry-standard software is vital to career success. Emphasis is placed on the production of professional looking multimedia presentations, spreadsheets, and multi-page documents using Microsoft Office and Adobe Photoshop. Internet security and privacy are also addressed to enhance awareness of the implications of working online. Students develop the computer foundation to advance in academics and the workplace.

Relationship to Vocational Learning Outcomes

This course contributes to your program by helping you achieve the following Vocational Learning Outcomes:

0438A01FWO - GAS - Aboriginal Studies

- VLO 2 Develop flexibility and clarity of both thought and expression in order to develop communications competence to a level required by business and industry. (T, A,)
- VLO 3 Understand and utilize critical thinking processes and problem solving techniques. (T, A,)
- VLO 5 Employ basic vocational skills drawn from the areas of the Humanities, Social and Behavioral Sciences of Vocational Studies (Business, Technology). (T, A,)

0438W01FWO - General Arts and Science**1438E01FWO - GAS - One Year - Environmental Studies****1438F01FWO - GAS - 1 Yr -Intro to Fine Art****1438G01FWO - GAS - Pre-Animation and Illustration****1438P01FWO - GAS - One Year - Justice Studies**

1438T01FWO - GAS - One Year - Pre-Technology

- VLO 2 Develop flexibility and clarity of both thought and expression in order to develop communications competence to a level required by business and industry. (T, A,)
- VLO 3 Understand and utilize critical thinking processes and problem solving techniques. (T, A,)
- VLO 5 Employ basic vocational skills drawn from the areas of the Humanities, Social and Behavioral Sciences of Vocational Studies (Business, Technology). (T, A,)

1438A01FWO - GAS - One Year - Aboriginal

- VLO 2 Develop flexibility and clarity of both thought and expression in order to develop communications competence to a level required by business and industry. (T, A,)
- VLO 3 Understand and utilize critical thinking processes and problem solving techniques. (T, A,)
- VLO 5 Employ basic vocational skills drawn from the areas of the Humanities, Social and Behavioral Sciences of Vocational Studies (Business, Technology). (T, A,)

1438B01FWO - GAS - One Year - Community Studies

1438C01FWO - GAS-One Year-Media&Communication Studies

1438D01FWO - GAS-Introduction to Music Industry Arts

- VLO 2 Develop flexibility and clarity of both thought and expression in order to develop communications competence to a level required by business and industry. (T, A,)
- VLO 3 Understand and utilize critical thinking processes and problem solving techniques. (T, A,)
- VLO 5 Employ basic vocational skills drawn from the areas of the Humanities, Social and Behavioral Sciences of Vocational Studies. (T, A,)

1438U01FWO - GAS - One Year - Concept Art Foundations

- VLO 2 Develop flexibility and clarity of both thought and expression in order to develop communications competence to a level required by business and industry. (T, A,)
- VLO 3 Understand and utilize critical-thinking processes and problem-solving techniques. (T, A,)
- VLO 5 Employ basic vocational skills drawn from the areas of the Humanities, Social and Behavioural Sciences or Vocational Studies. (T, A,)

1438V01FWO - GAS - One Year - Pre-Trades

- VLO 2 Develop flexibility and clarity of both thought and expression in order to develop communications competence to a level required by business and industry. (T, A,)
- VLO 3 Understand and utilize critical thinking processes and problem solving techniques. (T, A,)
- VLO 5 Employ basic vocational skills drawn from the areas of the Humanities, Social and Behavioral Sciences of Vocational Studies (Business, Technology). (T, A,)

1936X01FWO - Personal Dev. for Indigenous Success

- VLO 2 Identify and manage personal and social challenges within the college environment. (T, A,)
- VLO 4 Investigate the connections between personal interests, cultural knowledge, academic skills and career paths. (T, A,)
- VLO 5 Recognize institutional processes and behavioural norms operating within college and workplace

environments. (T, A,)

Relationship to Essential Employability Skills

This course contributes to your program by helping you achieve the following Essential Employability Skills:

- | | |
|-------|---|
| EES 1 | Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience. (T, A) |
| EES 2 | Respond to written, spoken or visual messages in a manner that ensures effective communication. (T, A) |
| EES 3 | Execute mathematical operations accurately. (T, A) |
| EES 4 | Apply a systematic approach to solve problems. (T, A) |
| EES 5 | Use a variety of thinking skills to anticipate and solve problems. (T, A) |
| EES 6 | Locate, select, organize and document information using appropriate technology and information systems. (T, A) |

Course Learning Requirements/Embedded Knowledge and Skills

When you have earned credit for this course, you will have demonstrated the ability to:

1.) Produce and organize documents using current electronic tools.

- manage files on the college system
- send and receive email messages
- send and open electronic attachments
- create, enhance and format documents according to specifications
- enhance documents with word processing functions, tools and techniques
- format academic documents to conform to standard citation styles

2.) Create multimedia presentations adhering to specific design principles.

- create electronic presentations
- incorporate video, image and sound into presentations
- edit presentations by adding slides, transitions and animations on presentations
- use a graphics editing program to create documents
- create and edit images using various tools and panels within a graphics editing program

3.) Design spreadsheets to perform calculations and enable data manipulation.

- build a basic spreadsheet

format an existing spreadsheet

make calculations by using basic math and statistical functions

create and format charts from current spreadsheets

4.) Develop an awareness of accepted etiquette and best practices for online communication.

use computer terminology accurately.

use proper etiquette when communicating using email with proper language, spelling and a relevant subject line

send and receive email messages using the Algonquin email system

5.) Navigate a variety of online environments for academic purposes.

access resources within a virtual learning environment

log onto and use Algonquin network to access student links

complete online submissions by uploading documents and completing interactive tutorials in a designated online learning environment

post comments to Algonquin Learning Management System

send and open attachments

6.) Demonstrate awareness of cyber security and privacy implications of online presence.

Identify characteristics of common malware and implications of digital footprints

Learning Resources

Software: Current College version of Windows Operating System, Microsoft Office Suite 365 (Word, PowerPoint, Excel), Google Chrome, Brightspace, Algonquin College email and MyItlab training and simulation software.

Memory: College student account Home drive, Microsoft OneDrive account is provided.

Course Link access in Brightspace from Algonquin Homepage in Student Portal

Learning Activities

Exercises, Quizzes, Assignments, Reading Material, Communication by Algonquin email, Learning Management System, MyItLab and online training & simulations.

Evaluation/Earning Credit

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Quiz(zes) (10%)

Validates Outcomes: CLR 4, CLR 5, CLR 6, EES 1, EES 2, EES 6

Assignment(s) (60%)

Validates Outcomes: CLR 1, CLR 2, CLR 3, CLR 4, CLR 5, EES 1, EES 2, EES 4, EES 5, EES 6

Hybrid Assignment(s) (30%)

Validates Outcomes: CLR 1, CLR 2, CLR 3, CLR 5, CLR 6, EES 3, EES 4, EES 5, EES 6

Students are expected to meet evaluation and completion deadlines as stated in course outline and course section information documents. In circumstances where evaluation and/or completion deadlines are missed or student performance has been affected by a temporary or permanent disability (including mental health), interim or retroactive accommodations may be considered. In such instances, please consult your course faculty member. For other situations where deferral of evaluations may be warranted, please refer to college policy AA21.

Prior Learning Assessment and Recognition

Students who wish to apply for prior learning assessment and recognition (PLAR) need to demonstrate competency at a post-secondary level in all of the course learning requirements outlined above. Evidence of learning achievement for PLAR candidates includes:

- Other: Contact the PLAR Administrator at 613 727 4723 ext 7027 or plar@algonquincollege.com for details.

Fees apply.

Students who attempt the PLA challenge exam are still required to attend scheduled labs and complete class exercises until the results are finalized.

- Challenge Exam

Grade Scheme

Final Grade	Mark Equivalent	Numeric Value	Final Grade	Mark Equivalent	Numeric Value
A+	90% - 100%	4.0	A	85% - 89%	3.8
A-	80% - 84%	3.6	B+	77% - 79%	3.3
B	73% - 76%	3.0	B-	70% - 72%	2.7
C+	67% - 69%	2.3	C	63% - 66%	2.0
C-	60% - 62%	1.7	D+	57% - 59%	1.4

D	53% - 56%	1.2	D-	50% - 52%	1.0
F	0% - 49%	0	FSP	0	0

Course Related Information

Please refer to the Course Section Information (CSI) / weekly schedule for specific course-related information as provided by your professor.

Department Related Information

Policy on course assignments, tests, exams:

Late Submission Policy

Students are expected to make every effort to meet the originally scheduled course requirements by writing tests and examinations as scheduled and submitting assignments by the due date. Please note below the expectations for exceptional circumstances.

Tests and Exams

In cases of a medical or compassionate issue which prevents the student from writing during the originally scheduled time, students are to notify their professor of their absence in writing prior to the evaluation, or, in the case of extenuating circumstances no later than three (3) working days after the evaluation.

Documentation may be required in order for the test/exam to be rescheduled.

Assignments

Assignments are due in the format and at the date and time specified by the professor (hard copy in class, Assignment Tool through Brightspace, etc.). Assignments which do not meet submission guidelines regarding format will be considered late.

Late assignments will be subjected to an immediate 20% penalty. The student may submit the work within one week of the due date with no further penalty.

After one week, the assignment will not be accepted and a mark of zero will be recorded.

Online and in-class assignments

Online work is due as scheduled and will not be accepted after the due date.

In-class assignments, including presentations, are to be completed as scheduled.

Progression Policy

Students must complete more than 50% of their Level 1 courses, in order to progress to Level 2 of the program.

Students who fail to meet the progression criteria to advance to Level 2 will be required to withdraw from the program and must reapply to Level 1 through the Ontario College Application Services (www.ontariocolleges.ca) if they wish to return.

Students who fail to meet the progression criteria to advance to Level 4 will also be required to withdraw from the program and reapply to Level 3 through the Ontario College Application Services (www.ontariocolleges.ca) if they wish to return.

College Related Information

Email

Algonquin College provides all full-time students with an e-mail account. This is the address that will be used when the College, your professors, or your fellow students communicate important information about your program or course events. It is your responsibility to ensure that you know how to send and receive e-mail using your Algonquin account and to check it regularly.

Students with Disabilities

If you are a student with a disability, you are strongly encouraged to make an appointment at the Centre for Accessible Learning to identify your needs. Ideally, this should be done within the first month of your program, so that a Letter of Accommodation (LOA) can be provided to your professors. If you are a returning student, please ensure that professors are given a copy of your LOA each semester.

Retroactive Accommodations

Students are expected to meet evaluation and completion deadlines as stated in course outline and course section information documents. In circumstances where evaluation and/or completion deadlines are missed or student performance has been affected by a temporary or permanent disability (including mental health), interim or retroactive accommodations may be considered. In such instances, please consult your course faculty member. For other situations where deferral of evaluations may be warranted, please refer to college policy AA21.

Academic Integrity & Plagiarism

Adherence to acceptable standards of academic honesty is an important aspect of the learning process at Algonquin College. Academic work submitted by a student is evaluated on the assumption that the work presented by the student is his or her own, unless designated otherwise. For further details consult Algonquin College Policies AA18: Academic Dishonesty and Discipline and AA20: Plagiarism

Student Course Feedback

It is Algonquin College's policy to give students the opportunity to share their course experience by completing a student course feedback survey for each course they take. For further details consult Algonquin College Policy AA25: Student Course Feedback

Use of Mobile Devices in Class

With the proliferation of small, personal mobile devices used for communications and data storage, Algonquin College believes there is a need to address their use during classes and examinations. During classes, the use of such devices is disruptive and disrespectful to others. During examinations, the use of such devices may facilitate cheating. For further details consult Algonquin College Policy AA32: Use of Mobile Devices in Class

Transfer of Credit

It is the student's responsibility to retain course outlines for possible future use to support applications for transfer of credit to other educational institutions.

Note: It is the student's responsibility to refer to the Algonquin College Policies website for the most current information at <http://www.algonquincollege.com/policies/>

Legend

Terms

- ALO: Aboriginal Learning Outcome
- Apprenticeship LO: Apprenticeship Learning Outcome
- CLR: Course Learning Requirement
- DPLO: Degree Program Learning Outcome
- EES: Essential Employability Skill
- EOP: Element of Performance
- GELO: General Education Learning Outcome
- LO: Learning Outcome
- PC: Program Competency
- PLA: Prior Learning Assessment
- PLAR: Prior Learning Assessment and Recognition
- VLO: Vocational Learning Outcome

Assessment Levels

- T: Taught
- A: Assessed
- CP: Culminating Performance