VANIER COLLEGE
Continuing Education Faculty

Course Title	: Understanding Computers	**Teacher**	: Nicolas Bergeron
Course #	: 420-122-VA	**E-mail**	: via Mio
Section	: 05100	**Semester**	: Winter 2015
Schedule	: Tue 14:15-17:45 – Wed 12:30-15:30	**Room**	: E120

COURSE OBJECTIVES:

This course is designed to help students understand what computers do and how they work. The course will take students from basic to more complicated aspects of computers and will cover the following Microsoft topics: Access, Word, Excel, PowerPoint and Windows as well as basic Internet use. In addition, students will learn to write professional documents, download and install computer software from the Internet, create and implement a simple database design. This course is designed to provide students with the necessary computer terminology and understanding of databases, object-oriented programming and Web programming, as well as providing a foundation for other courses of interest.

STATEMENT OF COMPETENCIES:

To understand the computer technology concepts of databases, object-oriented programming, and web programming

Specific elements of the competency	1. To understand the traditional computer technology world
	2. To demonstrate current characteristics of computer related jobs
	3. To understand new professional skills for programming jobs

COURSE STRUCTURE AND CONTENT:

- Introduction to main components of the microcomputer
- Basic operations to manage files and folders in a Microsoft Windows environment
- Introduction to word processing using Microsoft Word
- Fundamentals on electronic spreadsheets using Microsoft Excel
- Design and create a very simple database using Microsoft Access
- Quick introduction to these specific topics by using tutorials
    - Basic Internet use (download, install and configure a computer software)

TEACHING METHODOLOGY:

- Theoretical periods where the concepts are introduced and illustrated
- Lab periods when the students will apply their knowledge to understand computer's structure and the use of some MS Office components
- Lab reports and lab exams
- Two written exams assessing the courses material

ATTENDANCE/PARTICIPATION REQUIREMENTS:

1. Students are responsible for all course material, information covered during the theory and laboratory classes whether or not they attend.
2. Attendance at lectures and labs is not compulsory but strongly recommended.
3. The textbooks will be followed closely. Each student must bring his/her textbook to class and lab.

COURSE EVALUATION PROCEDURES AND GRADING SCHEME:

    Lab exercises 15%
    Assignments (3 x 10%)....................................... 30%
    Midterm exam.. 25%
    Final exam 30%

1. Student must obtain a passing average of 60% in the theory exams, in order to pass the course. Failure to do so will result in a final mark for the student to be the average of the term tests.
2. As a rule, no make-up test will be given except for a medical absence with a doctor's certificate clearly stating that the student was too ill to write the test.
3. Twenty percent per day will be deducted from late assignments. Late assignments will not be accepted after the 5th day. Students will be expected to answer questions pertaining to the assignment that is being evaluated.

BOOK REFERENCE:

Book Title : **New Perspective on Microsoft Office 2010, First Course, First Edition**, ISBN: 978-0-538-74653-3
Authors   : Parsons et al
Publisher : Thomson, Course Technology
Price   : $157.85

Students can visit the college site at the address http://www.vaniercollege.qc.ca/bookstore for more information about the textbook for this course.

ADDITIONAL MATERIAL:
In order to save your lab work, you need a USB flash memory.

COLLEGE POLICIES & PROCEDURES:

There is a set of College policies and procedures covering the rights and responsibilities of both faculty and students. These cover grade review, student-faculty mediation, sexual harassment, standing and advancement, cheating and plagiarism, absences for religious holidays, etc.

Note that students who observe religious holidays during the semester must inform the instructor, in writing, before the end of the first day of class.

It is your responsibility to be aware of the various policies and procedures governing your rights and obligations while you are attending Vanier College.

CHEATING AND PLAGIARISM:

Any form of cheating and plagiarism will result in a grade of zero on the case study, exam or assignment, and a letter from the teacher will be placed in the student file. A repeated offence may lead to even more serious consequences. Consult the *Vanier Student Writing Guide*, the *Vanier Catalogue*, the *Student Handbook* and your teacher for more information.

Course Tentative Schedule

Week	Topics
1	• Essential Computer Concepts; Microsoft Windows • Managing your Files; Browser and Email Basics, Office 2007 Starter • Assignment 1 (Due Week 2)
2	• Word (Tutorials 1 – 4) • Assignment 2 (Due Week 3)
3	• Midterm Exam (Lab, Tuesday, March 11, 8:30am) • Midterm Exam (Theory, Tuesday, March 12, 8:30am) • Excel (Tutorials 1 – 2)
4	• Excel (Tutorials 3 – 4) • PowerPoint (Tutorial 1 – 2) • Assignment 3 (Due Week 5)
5	• Access (Tutorial 1 – 4)
6	• Final Exam (Lab, Tuesday, April 1st, 8:30am) • Final Exam (Theory, Tuesday, April 2nd, 8:30am)
7	• Understanding Web Programming