COMP 1112: DOCUMENT AUTOMATION USING PYTHON

Reviewer Comments

Sara Barnes (sara.barnes) (Wed, 26 Apr 2023 20:00:17 GMT): Thanks Wayne. Moving this forward for the revision to the evaluation section, effective Fall 23. This is ready for approval.

Type of Change:

Minor Course Change

Name of Initiator:

wayne brown

Course Information

Course outlines are reviewed annually as part of continual quality improvement. This course was last updated for the effective term below.

Effective Term

Fall 2023

Full Course Title

Document Automation Using Python

Preferred Short Title

Document Automation Python

Academic Level

Post Secondary

Subject Code

COMP - PS Computers

Course Number

1112

Academic Area

Computer Studies

Ministry Reporting Category

Business

Grade Mode

Numeric

PLAR Applicable

Yes

Total Hours

42

Schedule Types

Combination
Dual Synchronous
GC Flex
Hybrid
Lab
Lecture
Online
Remote Delivery
Traditional

Course Description

In this course, students learn how to use Python programming language to solve common programming problems that involve the automation of tasks, such as reading and manipulating word processing files, spreadsheets and web data, as well as scheduling tasks and launching programs.

Banner prerequisites – for information only

And/Or	(	Course/Test Code	Min Grade/Score	Academic Level	)	Concurrency

Course Content

- understanding Python programming basics
- Python functions
- user-defined functions
- manipulating strings
- input validation
- reading and writing files
- web scraping
- working with cloud resources
- scheduling tasks and launching programs
- manipulating productivity documents such as PDF, word processing, and spreadsheet documents

Course Evaluation

The passing grade for this course is 50% unless otherwise noted below. The evaluation is comprised of:

- tests 70%
- assignments 30%

Tests/examinations/assignments must be written/submitted at the time specified. Requests for adjustments to that schedule must be made before the test/exam/assignment date to the faculty member. Failure to do so will result in a mark of "0", unless an illness/ emergency can be proven with appropriate documentation at no cost to the College.

The passing grade for all courses is 50%, or letter grade of P (Pass) or S (Satisfactory) unless otherwise noted below. The passing weighted average for promotion through each semester of a program is 60% and is a requirement to graduate.

Academic Appeal
Students at Georgian College can appeal the following:
· A mark on an assignment, test, examination or work-integrated learning term
· Missing or incorrect assessment information on a grade report and/or transcript
· A charge of academic misconduct
Note: Students cannot appeal a final grade. It is the academic work that is appealable leading to the final grade i.e. final test, exam or assignment.
Refer to Academic Regulations in the Academic Appeal section for further details.

Course Learning Outcomes

Upon successful completion of this course, the student has reliably demonstrated the ability to:

1. describe Python syntax, flow control constructs, user defined functions, and Python's ability to interface with various document types;

This learning outcome meets the following Essential Employability Skill(s):

EES1: Communication
EES6: Organization of information
EES7: Application of research and information

Evaluation

Introduced
Assessed

Upon successful completion of this course, the student has reliably demonstrated the ability to:
2. identify the appropriate Python constructs and functions required to improve business workflow;

This learning outcome meets the following Essential Employability Skill(s):
EES2: Response to communication
EES4: Approaches to problem solving
EES6: Organization of information
EES7: Application of research and information

Evaluation
Introduced
Assessed

Upon successful completion of this course, the student has reliably demonstrated the ability to:
3. interpret Python programs designed to improve process efficiencies by manipulating data stored in common file formats;

This learning outcome meets the following Essential Employability Skill(s):
EES4: Approaches to problem solving
EES5: Critical thinking to solve problems
EES6: Organization of information
EES7: Application of research and information

Evaluation
Introduced
Assessed

Upon successful completion of this course, the student has reliably demonstrated the ability to:
4. assemble Python programs to perform task automation and resolve interface challenges;

This learning outcome meets the following Essential Employability Skill(s):
EES5: Critical thinking to solve problems
EES6: Organization of information
EES7: Application of research and information
EES9: Interaction and collaboration

Evaluation
Reinforced
Assessed

Upon successful completion of this course, the student has reliably demonstrated the ability to:
5. design Python programs to perform data retrieval, manipulation, validation, and sanitization operations.

This learning outcome meets the following Essential Employability Skill(s):
EES5: Critical thinking to solve problems
EES6: Organization of information
EES7: Application of research and information
EES9: Interaction and collaboration

Evaluation
Reinforced
Assessed

Research Ethics Board Designation

Courses that involve minimal risk research involving human subjects require Research Ethics Board (REB) designation. By checking "yes" below, you are indicating that all faculty teaching this course must obtain course-based research ethics approval.

No

Key: 30786