

**Vanier College**  
**Faculty of Continuing Education**

<b>Course Title</b>	: Understanding Computers.	<b>Teacher</b>	: Malleswara Talla
<b>Course #</b>	: 420-122-VA	<b>E-mail</b>	: MIO
<b>Section</b>	: 5100	<b>Semester</b>	: May 10–June 23, 2022.
<b>Schedule</b>	: Tuesdays and Thursdays 09:00 – 12:15	<b>Room</b>	: SY Online

**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, 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, and create and run a simple object-oriented program. 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 your interest.

**Statement of Competencies**

To understand the computer technology, concepts of database, object-oriented programming, and Web programming.

<b>Specific elements of the competency</b>	<ol style="list-style-type: none"><li>1. To understand the traditional technology world.</li><li>2. To demonstrate the current characteristics of computer-related jobs</li><li>3. To understand new professional skills for programming jobs.</li></ol>
--	--

**Course Structure and Content**

- Introduction to main components of a microcomputer
- Basic operations to manage files and folders in a Windows environment
- Introduction to Word processing using Microsoft Word
- Fundamentals of electronic spreadsheets using Microsoft Excel
- Design and create a simple database using Microsoft Access
- Special topics of Integrating MS Word with MS Access to create Mail Merge documents.

**Teaching Methodology**

Teaching modality will be SY Online.

Online class time will be divided between lectures and laboratory activities following synchronous mode (SY). Appropriate synchronous teaching platforms such as Zoom, Microsoft

Teams meeting, Skype or Google Hangouts Meet will be used as online course platform by the instructor as real-time interaction learning tool. Moreover, the instructor will be using also asynchronous Omnivox to post online documents, and online Omnivox forums will be activated to maximize sharing questions and answers.

Students should post and share questions in asynchronous class forum at any time and instructor will be answering students' questions through asynchronous forums at any time.

Lectures will be used to introduce the adequate material to understand computer's structure and the use of some MS Office components.

The instructor is not expecting to transform each hour of online classes indicated above (Thu, Fri) into online. However, students are encouraged to be disciplined through online presence reading posted asynchronous online documents and practicing labs and attending online synchronous activities.

The instructor will be uploading regularly asynchronous online documents into Omnivox and students are responsible to follow instructions listed in given online documents and respect online deadline.

The instructor reserves the right to upload asynchronous online documents into Omnivox at any time (for example early morning, late afternoon, or evening). However, online synchronous classes will be held within time slots indicated above. Students will be given enough time to ask questions, practice labs, absorb and grasp the appropriate online materials.

All duration of the course will be given blended at the beginning, online, synchronous, and asynchronous to maximize student learning outcomes and plan for any exam synchronously.

### **Evaluation Procedures and Marks Distribution**

Course Participation (in-class quizzes) .....	10%
Lab Exercises and Assignments.....	30%
Midterm exam (online synchronous or on campus) .....	30%
Final Exam (online synchronous or on campus).....	30%

All Lab practices, Assignments will be uploaded by students online to Omnivox. No lab will be accepted through email and/or MIO.

### **Marks Distribution & Tentative Schedule of Online Labs**

Some of Tutorials, Lab practices, assignments will be lengthy and more elaborate; therefore, their weight will not be distributed equally. The instructor will clearly communicate, when rendering a Lab online, the weight of given Lab practices and Assignments with respect to the importance of their learning outcomes. The assignments are equally distributed if the weight is not mentioned. More instruction details might be provided to students for each lab. Each student is expected to observe assignment deadlines. Tutorials, Lab exercises, assignments, and online exams will be used to assess understanding of the covered material.

To pass the course, students must obtain an average of 60% of the average shown in the above distribution. As a rule, no make-up assignment and exam will be given except in the case of a medically necessary absence supported by a doctor's certificate clearly stating that the student was too ill to submit an assignment. 10% per day will be deducted from late assignments.

## **Attendance Requirement**

Absence and late arrival will be registered and will affect the course participation grade. Each student is expected to observe assignment deadlines and test times announced in class. Students are responsible for all course material, including information covered during the theory and laboratory classes.

## **Textbook and Materials**

“Understanding Computers: Today and Tomorrow, Comprehensive”, 15<sup>th</sup> edition, by Deborah Morley and Charles S. Parker, Cengage Learning Publishers, ISBN: 978-1-285-76727-7

+

MS Office Exercises posted by Instructor.

## **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. Note that students who observe religious holidays during the semester must inform the instructor, in writing, before the end of the first day of online class. Consult *Religious Holy Day Absences* (see *IPESA, Section 2.2.6*). It is your responsibility to be aware of the various policies and procedures governing your rights and obligations while you are attending Vanier College.

Consult *Student Academic Complaints* (see 7210-8), *Code of Conduct*: <http://www.vaniercollege.qc.ca/bylaws-policies-procedures/code-of-conduct/>

, *Student Proficiency in the Language of Instruction* (see 7210-33) and as well as any teacher or course-specific rules/guidelines that students should adhere to (see Appendix 2).

## **Respecting Privacy during Synchronous Online Classes**

The instructor might proceed for recording student's image and voice in the context of online synchronous lectures or labs class (if any) (students will be asked for their permission and agreement through form or MIO). The recording will only be available to other students in the group through (LEA 420-122-VA MEQ 40 Block 1) and will be deleted once the block has ended.

## **Respecting Intellectual Property Rights in Online Classes**

Any material produced as part of the course (420-122-VA, section 5100 MEQ 40), including, but not limited to, any pre-recorded or live video is protected by copyright, intellectual property rights and image rights, regardless of the medium used. It is strictly forbidden to record, copy, redistribute, reproduce, republish, store in any way, retransmit or modify this material. Any contravention of these conditions of use may be subject to sanction(s) by the College under the Code of Conduct.

### **Classroom and lab rules of conduct:**

An important objective of this course is to develop the ability to work in a business environment. As a result, particular attention will be paid to the manner in which students comport themselves.

- Be always respectful to your instructor and fellow classmates.
- Be punctual in starting on campus class at 9:00.
- Be present online every day to read, upload and download Omnivox documents online.
- Keep working on your Labs and Assignments until the end of online deadline.
- Students are encouraged to be disciplined through on campus and online presence reading online documents and practicing labs.
- Cell phones and pagers must be turned off during on campus and online synchronous lectures or labs class.
- As a courtesy, do not talk, use a computer, or be distracted by the surrounding while the instructor is talking to on campus and online synchronous class audience or when a student is asking a question which pertains to on campus and online class.
- Do not raise your voice when talking to each other and when other fellow classmates are following on campus and online synchronous lectures or online labs class.
- Do not play video Games during on campus and online synchronous lectures or online labs class.
- Do not “surf” the Web during on campus and online synchronous lectures or labs class, unless directed to by your instructor.
- You are encouraged to work with other students to solve problems. However, you must complete your own assignments.
- Be punctual, if exceptionally, you arrive late or need to leave on campus and online synchronous class, do so discretely.

### **Cheating & Plagiarism**

Any form of cheating or plagiarism will result in a grade zero for that exam or assignment, and a letter from the course teacher will be placed in your file. A repeated offence may lead to more serious consequences. Consult *The Vanier Student Writing Guide*, *the Vanier Catalogue*, *The Student Handbook*, *Cheating and Plagiarism (see 7210-31)*, *Student Misconduct in the Classroom (7210-19)* and your teacher for more information.