

Faculty of Liberal Studies

Intro to Comp and Basic Appl

2024-25 Academic Year

Program Title	Ministry Title	Major	Year	Semester
LS-General Arts and Science (Certificate)	General Arts and Science - One-year	GASC	1	1
LS-General Arts and Science - Liberal Arts OnTechU Transfer (Certificate)	General Arts and Science - One-year	GAST	1	1
LS-General Arts and Science - Liberal Arts OnTechU Transfer - Forensics (Certificate)	General Arts and Science - One-year	GASF	1	1
LS-General Arts and Science - Trent University Transfer (Certificate)	General Arts and Science - One-year	GASA	1	1

Course Code: COMP 1701	Course Equiv. Code(s): COMP 1212, COMP 1703
Course Hours: 42	Course GPA Weighting: 3
Prerequisite: N/A	
Corequisite: N/A	
Laptop Course: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Delivery Mode(s): In class <input type="checkbox"/> Online <input type="checkbox"/> Hybrid <input checked="" type="checkbox"/> Flexible <input type="checkbox"/> HyFlex <input type="checkbox"/>	
Remote proctoring required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Authorized by (Dean or Director): Nora Simpson Date: July 2024	

Prepared by		
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Course Description:

Introduction to Computer Applications allows learners to develop fundamental computer skills needed for their academic programs as well as their personal and professional lives. Students develop skills in industry-standard word processing and spreadsheet applications, including document creation, formatting, and using formulas and functions to analyze and display data.

Campus Closure Notice

In the event of a campus closure during which time classes cannot be conducted or attended in person, course delivery will be conducted remotely where possible. Should teaching and learning resume on campus, students may be organized into smaller groups for classroom delivery, in accordance with directions from public health authorities. In either situation, the learning plan sequence and/or evaluation methods may be adjusted to address topics requiring hands-on, practical learning activities.

Subject Eligibility for Prior Learning Assessment & Recognition (PLAR):

Prior Learning Assessment and Recognition (PLAR) is a process a student can use to gain college credit(s) for learning and skills acquired through previous life and work experiences. Candidates who successfully meet the course learning outcomes of a specific course may be granted credit based on the successful assessment of their prior learning. The type of assessment method (s) used will be determined by subject matter experts. Grades received for the PLAR challenge will be included in the calculation of a student's grade point average.

The PLAR application process is outlined in <http://www.durhamcollege.ca/plar>. Full-time and part-time students must adhere to all deadline dates. Please email: PLAR@durhamcollege.ca for details.

PLAR Eligibility

Yes ☒ No ☐

PLAR Assessment (if eligible):

- ☒ Assignment
- ☐ Exam
- ☐ Portfolio
- ☐ Other

Course Learning Outcomes

Course Learning Outcomes contribute to the achievement of Program Learning Outcomes for courses that lead to a credential (e.g. diploma). A complete list of Vocational/Program Learning Outcomes and Essential Employability Skill Outcomes are located in each Program Guide.

Course Specific Learning Outcomes (CLO)

Student receiving a credit for this course will have reliably demonstrated their ability to:

- CLO1 Create and apply formatting to various documents to meet the author or audience's specifications.
- CLO2 Utilize word processing features to efficiently add citations and reference sources to documents.
- CLO3 Apply spreadsheet functions to perform calculations and implement logical tests in data analysis.
- CLO4 Create visually appealing tables and charts by analyzing data in spreadsheets utilizing a variety of functions and tools.
- CLO5 Utilize lookup and reference functions in a spreadsheet to search and retrieve data efficiently.
- CLO6 Apply data validation to protect and secure workbooks and worksheets.

Essential Employability Skill Outcomes (ESSO)

This course will contribute to the achievement of 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.
- ☐ EES 2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.
- ☒ EES 3. Execute mathematical operations accurately.
- ☒ EES 4. Apply a systematic approach to solve problems.
- ☒ EES 5. Use a variety of thinking skills to anticipate and solve problems.
- ☒ EES 6. Locate, select, organize, and document information using appropriate technology and information systems.
- ☐ EES 7. Analyze, evaluate, and apply relevant information from a variety of sources.
- ☐ EES 8. Show respect for the diverse opinions, values, belief systems, and contribution of others.
- ☐ EES 9. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.
- ☐ EES 10. Manage the use of time and other resources to complete projects.
- ☐ EES 11. Take responsibility for one's own actions, decisions, and consequences.

Evaluation Criteria:

The Course Learning Outcomes and Essential Employability Skills Outcomes are evaluated by the following evaluation criterion.

Evaluation Description	Course Learning Outcomes	EESOs	Weighting
Assignment: Assignments or Labs	CLO1, CLO2, CLO3, CLO4, CLO5, CLO6	EES3, EES4, EES5, EES6	30
Project: Word Processing Project	CLO1, CLO2	EES4, EES6	10
Test: Test 1 - Word Processing	CLO1, CLO2	EES5, EES6	15
Project: Spreadsheet Project	CLO1, CLO3, CLO4, CLO5, CLO6	EES3, EES4, EES5, EES6	15
Test: Test 2 - Spreadsheets	CLO1, CLO3, CLO4, CLO5, CLO6	EES3, EES4, EES5, EES6	20
Quiz: Quizzes	CLO1, CLO2, CLO3, CLO4, CLO5, CLO6	EES3, EES4, EES5, EES6	10
Total			100%

Notes:

1. This course is designed around a hybrid concept of instruction and will consist of 1 hour outside of the classroom and 2 hours inside. Students will be given access to videos, notes and additional online materials during the 1 hour outside of class time. Students are expected to attend all classes and follow along with the demonstration lecture using content provided by the professor. The 2-hour classroom instruction will consist of a lecture, demonstration and hands-on activities followed by a lab assignment.
2. Assignments / Labs - There will be approximately 10 labs throughout the semester. Labs must be completed individually. See DC Connect for due dates.
3. Quizzes - There will be approximately five quizzes throughout the semester. All quizzes will be done outside of class time. Quizzes can only be taken once. Your lowest quiz grade will be dropped.
4. An interim mark will be determined for all students to identify their academic progress. This mark will be based on the results of all assessments completed up to the end of week 7.
5. Late Assessments - Assessments are due by the date assigned in class and posted on DC Connect. All late submissions will be assessed a penalty of 10% of the total possible grade for the assignment per 24 hours late up to 72 hours. After 72 hours, the student will receive a zero.

Required Text(s) and Supplies:

1. There are no required texts for this course. All material will be provided in DC Connect and online.

Recommended Resources (purchase is optional):

1. Microsoft Word and Microsoft Excel will be delivered from a PC platform. There are differences between Office for PC and Office for MAC. It is strongly advised that you use the PC version of MS Office products.
2. You will be given access to the latest version of MS Office used in class (both PC and MAC versions available). There is no need to purchase MS Office for this course. You must use the most up to date versions of the software.
3. The web-based version of Microsoft 365 does NOT contain all of the features and functionality of the full version (Microsoft 365 App install) and is NOT suitable for this course. Students are encouraged to have a home computer (laptop or desktop) that can be used to install the full versions of Microsoft Word and Excel. Microsoft Windows-based laptops and MAC laptops are acceptable if completing any coursework outside of our

class computer lab. Chromebooks are not an acceptable computer alternative for this course.

Policies and Expectations for the Learning Environment:

General Policies and Expectations:

General College policies related to	General policies related to
<ul style="list-style-type: none"> + Acceptable Use of Information Technology + Academic Policies + Academic Integrity + Standards for Student Conduct for all Learning Environments can be found at https://durhamcollege.ca/wp-content/uploads/Standards-of-Student-Conduct-for-all-Learning-Environments.pdf + Information about academic policies and procedures can be found on-line at https://durhamcollege.ca/about/governance/policies 	<ul style="list-style-type: none"> + attendance + absence related to tests or assignment due dates + excused absences + writing tests and assignments + classroom management can be found in the Program Guide (full time programs only) in MyDC https://durhamcollege.ca/mydc/
<p>All students at Durham College have the responsibility to familiarize themselves with and abide by the college's Academic Integrity Policy. Students are expected to complete and submit their own work in an honest manner, in accordance with the policy. Durham College has zero tolerance for breaches of academic integrity. All suspected breaches of academic integrity will be investigated and documented following procedures outlined in the policy, and should a breach be confirmed, appropriate penalties will be levied. Breaches of academic integrity refer to a variety of practices including, but not limited to:</p> <ul style="list-style-type: none"> • copying another person's work; • using unauthorized materials or resources during an evaluation; • obtaining unauthorized copies of evaluations in advance; • collaborating without permission; • colluding or providing unauthorized assistance; • falsifying academic documents or records; • misrepresenting academic credentials; • buying, selling, stealing, soliciting, exchanging or transacting materials or information for the purpose of academic gain; • bribing or attempting to bribe personnel; • impersonation; • submitting the same work in more than one course without authorization; • improper use of computer technology and the internet; • depriving others of academic resources; • misrepresenting reasons for special consideration of academic work; • plagiarizing or failing to acknowledge ideas, data, graphics or other content without proper and full acknowledgement; • any unauthorized use of generative or other artificial intelligence. <p>If you have questions or concerns about what constitutes appropriate academic conduct or research and citation methods, and what your responsibilities are towards academic integrity, please visit the Academic Integrity website on MyDC, reach out to Student Academic Learning Services (SALS), or speak with your professor or Student Advisor.</p>	

Course Specific Policies and Expectations:

1. Learning Expectations: Course concepts will be explained using presentation materials and examples. This will be supplemented and supported by some or all of the following: in-class exercises, homework readings, questions, tutorial exercises, self and collaborative study and assignments to be completed during class and outside of class time. All students are expected to act in a professional and respectful manner at all times. Smartphones and other electronic devices may be used in class but must be muted and cannot be a distraction for any student.

2. DC Connect: Students are expected to check DC Connect and DC Mail daily for both college-wide and program-specific information. Each Durham College student has a Durham College email address which they should check daily and use for communication with their professor and students where necessary. Should a student have a login and/or performance issue with any Durham College system, it is their responsibility to report the issue(s) to the IT Help Desk by calling 905-721-3333 or visiting the Computer Commons, Room SW100.

3. Attendance: Attendance has been shown to be the best predictor of student success. Students are expected to attend classes and complete assessments in the appropriate time frame and format as instructed. It is also expected that students will actively participate in class activities and discussions. Students are responsible for knowing all course requirements and instructions given in class. Handouts will not be available in subsequent classes. Students are encouraged to form support groups of three to four people for classes. Students are responsible for any missed materials and instruction due to an absence from class. In addition, it is the student's responsibility to complete all assignments and to be aware of announcements made. It is the student's responsibility to arrive to class on time, and review notes, readings and other requirements in preparation for class.

4. Academic Integrity: Plagiarism is a serious breach of Durham College's Academic Integrity policy. That policy, defined in ACAD-101 and the accompanying procedure, defined in ACAD-101-1, will be enforced on any students involved in incidents of plagiarism of any type. This could include any or all of the following: a mark of zero on an evaluation, a mark of zero in the course, non-admittance to a course or program, withdrawal from a course, or dismissal from the college. In all cases, a formal Academic Alert will be issued to document the infraction that has taken place, notification will be given to the Dean/Associate Dean and a record will be placed in the student's file. Professors may request electronic files of written submissions. Plagiarism detection software may be used during the marking process. Any work that has been plagiarized will receive a mark of zero. If it is determined that a student has shared any work with or copied from another student, then ALL STUDENTS INVOLVED will receive a mark of zero for the entire assessment. This includes sending files to other students for review of concepts.

5. Respect for the Learning Environment: Students are expected to always respect that other students have the right to a distraction-free learning environment. It is expected that all members of the learning environment conduct themselves in a professional manner at all times.

It is expected that all class members, including the faculty, will treat one another with courtesy and respect. If individual behaviours interfere with the rights of others to teach or to learn, then the faculty member has the right to ask the disruptive student(s) to leave the class and apply the necessary consequences in accordance with Durham College's Academic Policies and Procedures. Students are expected to read the college's Student Rights & Responsibilities policy to ensure they understand the guiding principles of expected student behaviour while at Durham College.

6. Student Success: It is the student's responsibility to keep the faculty informed about any circumstances which may be interfering with the student's success in this course. The faculty cannot provide support and assistance if they are not aware that a problem exists. Students can email their professors to arrange a meeting and work together to resolve any issues or challenges. If a student has a concern about the course, then the first step towards a solution should be a discussion with their faculty. If the issue cannot be solved through collaboration, then the student is advised to make an appointment with their Student Advisor.

7. Returning Assessments: Faculty shall return assessments to students within an appropriate time frame for the assessment type, typically three weeks at a maximum, with exceptions negotiated between the faculty and the class. Students shall consult their course outlines for specific information on evaluation protocols. It is a student's responsibility to obtain returned assessments if absent from class. Evaluations shall be assigned a grade, and, where appropriate, faculty may provide feedback to assist students in improving academic performance. Students may request a meeting with their professor for further clarification of evaluation results.

General Course Outline Notes:

1. Students should use the course outline as a learning tool to guide their achievement of the learning outcomes for this course. Specific questions should be directed to their individual professor.
2. The college considers the electronic communication methods (i.e. DC Mail or DC Connect) as the primary channel of communication. Students should check the sources regularly for current course information.
3. Professors are responsible for following this outline and facilitating the learning as detailed in this outline.
4. Course outlines should be retained for future needs (i.e. university credits, transfer of credits etc.)
5. A full description of the Academic Appeals Process can be found at <https://durhamcollege.ca/about/governance/policies/academic-policies>.
6. Faculty are committed to ensuring accessible learning for all students. Students who would like assistance with academic access and accommodations in accordance with the Ontario Human Rights Code should register with the Access and Support Centre (ASC). ASC is located in room SW116, Oshawa Campus and in room 180 at the Whitby Campus. Contact ASC at 905-721-3123 for more information.
7. Durham College is committed to the fundamental values of preserving academic integrity. Durham College and faculty members reserve the right to use electronic means to detect and help prevent plagiarism. Students agree that by taking this course all assignments could be subject to submission either by themselves or by the faculty member for a review of textual similarity to Turnitin.com. Further information about Turnitin can be found on the Turnitin.com Web site.

Learning Plan

The Learning Plan is a planning guideline. Actual delivery of content may vary with circumstances.

Students will be notified in writing of changes that involve the addition or deletion of learning outcomes or evaluations, prior to changes being implemented, as specified in the Course Outline Policy and Procedure at Durham College.

Week/ Module	Hours:	3	Delivery:	In Class
1	Course Learning Outcomes			
	CLO1			
	Essential Employability Skills			
	Taught:	EES6	Practiced:	EES6
	Intended Learning Objectives/Topics			
	Introduction to our LMS (DC Connect) / Course - walkthrough of course outline - walkthrough of DC Connect - Microsoft OneDrive Communicating with your professors - DCmail Introduction to Word Processing - MS Word: the ribbon, groups, buttons, drop down			
	Intended Learning Activities			
	Lecture, demonstration and hands on activities			
	Resources and References			
	DC Connect and online resources			
	Evaluation			

Week/ Module	Hours: 3	Delivery: In Class
2	Course Learning Outcomes CLO1	
	Essential Employability Skills	
	Taught: EES6	Practiced: EES6
	Intended Learning Objectives/Topics Word Processing: Formatting - Selecting & Copying Text/Paragraphs - Format Painter - Line Spacing - Paragraph Spacing - Alignment - Borders - Bullets and Numbered Lists	
	Intended Learning Activities Lecture, demonstration and hands on activities	
	Resources and References DC Connect and online resources	
	Evaluation Assignment: Assignments or Labs	Weighting 3
Week/ Module	Hours: 3	Delivery: In Class
3	Course Learning Outcomes CLO1	
	Essential Employability Skills	
	Taught: EES6	Practiced: EES6
	Intended Learning Objectives/Topics MS Word: Style and Layouts - Styles - Page Orientation - Page Breaks - Table of Contents - Cover Pages	
	Intended Learning Activities Lecture, demonstration and hands on activities	
	Resources and References DC Connect and online resources	
	Evaluation Assignment: Assignments or Labs Quiz: Quizzes	Weighting 5

Week/ Module	Hours: 3	Delivery: In Class
4	Course Learning Outcomes CLO1, CLO2	
	Essential Employability Skills	
	Taught: EES6	Practiced: EES6
	Intended Learning Objectives/Topics MS Word: Finishing Touches - Page Numbers - Headers and Footers - Margins - Citations - Reference / Bibliography - Prepare for Project 1	
	Intended Learning Activities Lecture, demonstration and hands on activities	
	Resources and References DC Connect and online resources	
	Evaluation Assignment: Assignments or Labs	Weighting 3
Week/ Module	Hours: 3	Delivery: In Class
5	Course Learning Outcomes CLO1, CLO2	
	Essential Employability Skills	
	Taught: EES6	Practiced: EES6
	Intended Learning Objectives/Topics Work period for project 1 Review for test 1	
	Intended Learning Activities Lecture, demonstration and hands on activities	
	Resources and References DC Connect and online resources	
	Evaluation Project: Word Processing Project Quiz: Quizzes	Weighting 12

Week/ Module	Hours: 3	Delivery: In Class
6	Course Learning Outcomes CLO1, CLO2	
	Essential Employability Skills	
	Taught:	Practiced: EES5, EES6
	Intended Learning Objectives/Topics Test 1	
	Intended Learning Activities Test 1 completed in class.	
	Resources and References DC Connect and online resources	
	Evaluation Test: Test 1 - Word Processing	Weighting 15

Week/ Module	Hours: 3	Delivery: In Class
7	Course Learning Outcomes CLO1, CLO3	
	Essential Employability Skills	
	Taught: EES3, EES4, EES5	Practiced: EES3, EES4, EES5
	Intended Learning Objectives/Topics Introduction to Spreadsheets - Navigating the workbook - Understanding cells and ranges, name box and formula bar - Insert, move, copy, and delete columns and rows - Rename, insert, move, copy, and delete worksheets - Formatting (numbers, text and dates) - Resizing columns and rows - Autofit - Simple formulas - Basic functions - Copy & pasting vs filling - Format painter - Alignment and merge - Date function and date format - Borders - Page setup & print options	
	Intended Learning Activities Lecture, demonstration and hands on activities	
	Resources and References DC Connect and online resources	
	Evaluation Assignment: Assignments or Labs	Weighting 3

Week/ Module	Hours: 3	Delivery: In Class
8	Course Learning Outcomes CLO1, CLO3, CLO4	
	Essential Employability Skills	
	Taught: EES3, EES4, EES5	Practiced: EES3, EES4, EES5
	Intended Learning Objectives/Topics Spreadsheets - Charts: create, move, resize & format - Absolute cell references - Operators - Function syntax - Logical function - Conditional formatting	
	Intended Learning Activities Lecture, demonstration and hands on activities	
	Resources and References DC Connect and online resources	
	Evaluation Assignment: Assignments or Labs Quiz: Quizzes	Weighting 5
Week/ Module	Hours: 3	Delivery: In Class
9	Course Learning Outcomes CLO1, CLO3	
	Essential Employability Skills	
	Taught: EES3, EES4, EES5	Practiced: EES3, EES4, EES5
	Intended Learning Objectives/Topics MS Excel - Creating tables - Freezing rows and columns - Sorting - Filtering - Table properties - Advanced functions (countifs, sumifs, averageifs)	
	Intended Learning Activities Lecture, demonstration and hands on activities	
	Resources and References DC Connect and online resources	
	Evaluation Assignment: Assignments or Labs	Weighting 3

Week/ Module	Hours: 3	Delivery: In Class
10	Course Learning Outcomes CLO1, CLO3	
	Essential Employability Skills	
	Taught: EES3, EES4, EES5	Practiced: EES3, EES4, EES5
	Intended Learning Objectives/Topics Spreadsheets - Nested If - Range names	
	Intended Learning Activities Lecture, demonstration and hands on activities	
	Resources and References DC Connect and online resources	
	Evaluation Assignment: Assignments or Labs Quiz: Quizzes	Weighting 5
Week/ Module	Hours: 3	Delivery: In Class
11	Course Learning Outcomes CLO1, CLO3, CLO5	
	Essential Employability Skills	
	Taught: EES3, EES4, EES5	Practiced: EES3, EES4, EES5
	Intended Learning Objectives/Topics Spreadsheets - Vlookup functions - Referencing information from other sheets or workbooks - Adding and manipulating images & shapes	
	Intended Learning Activities Lecture, demonstration and hands on activities	
	Resources and References DC Connect and online resources	
	Evaluation Assignment: Assignments or Labs	Weighting 3

Week/ Module	Hours: 3	Delivery: In Class
12	Course Learning Outcomes CLO1, CLO3, CLO5, CLO6	
	Essential Employability Skills	
	Taught: EES4, EES5	Practiced: EES3, EES4, EES5
	Intended Learning Objectives/Topics Securing your spreadsheet: - data validation - protecting your workbook and worksheet - iferror function	
	Intended Learning Activities Lecture, demonstration and hands on activities	
	Resources and References DC Connect and online resources	
	Evaluation Assignment: Assignments or Labs Quiz: Quizzes	Weighting 5
Week/ Module	Hours: 3	Delivery: In Class
13	Course Learning Outcomes CLO1, CLO3, CLO4, CLO5, CLO6	
	Essential Employability Skills	
	Taught:	Practiced: EES3, EES4, EES5
	Intended Learning Objectives/Topics Work period for spreadsheet project Review for test 2	
	Intended Learning Activities Lecture, demonstration and hands on activities	
	Resources and References DC Connect and online resources	
	Evaluation Project: Spreadsheet Project	Weighting 15

Week/ Module	Hours: 3	Delivery: In Class
14	Course Learning Outcomes CLO1, CLO3, CLO4, CLO5, CLO6	
	Essential Employability Skills	
	Taught:	Practiced: EES3, EES4, EES5
	Intended Learning Objectives/Topics Test 2	
	Intended Learning Activities Test 2 completed in class.	
	Resources and References DC Connect and online resources	
	Evaluation Test: Test 2 - Spreadsheets	Weighting 20