



NICOLA VALLEY INSTITUTE OF TECHNOLOGY

COURSE SYLLABUS

PROGRAM NAME: FOUNDATIONS IN INNOVATION AND TECHNOLOGY CERTIFICATE	
COURSE NAME: Computer Basics & Professional Practice	
COURSE NUMBER: FITC 110 Merritt	CREDIT ASSIGNMENT: 4 credits
DEPARTMENT: Business	PREREQUISITES: Grade 10
TOTAL HOURS: 60	OFFICE HOURS: Daily 8:30-9:00 am
INSTRUCTOR: Dan Clouston	YEAR AND SEMESTER: Winter 2020

SCHEDULED CLASS ACTIVITIES:

Day	DATE	TOPIC	READINGS & NOTES
Week 1 Day 1	Sept 9	Welcome Meet Elder Glida our Digital Elder About You – Gathering Time Introduction to Professional Practice Elder Glida’s Teachings Lateral Kindness & Wellness Computer Prep. Review of how the program works: The Story Board, Gathering Time, Pear & Share & Wrap Up	
Week 1 Day 2	Sept 10	Keyboard & Touchpad Basics Capstone Introduction	
Week 1 Day 3	Sept 11	Information & File Management Standard and Digital Filing Systems Capstone	
Week 1 Day 4	Sept 12	Word Processing & Documents I Capstone	
Week 1 Day 5	Sept 13	Word Processing & Documents II Capstone	
Week 2 Day 1	Sept 16	MS Power Point Capstone	
Week 2 Day 2	Sept 17	Internet Navigation & Digital Citizenship Capstone	
Week 2 Day 3	Sept 18	Spreadsheets I MS Excel Capstone	
Week 2 Day 4	Sept 19	Spreadsheets II MS Excel Capstone	
Week 2 Day 5	Sept 20	Presentations II Public Speaking Capstone Due Date and Presentations	

STUDENT EVALUATION PROCEDURES:

Assignments.....	70%
Capstone Project.....	30%
TOTAL.....	100%

Students are required to achieve a minimum of 50% on assignments and 50% on the capstone to pass this course.

Grading procedures follow NVIT policy.

COURSE DESCRIPTION:

This course introduces students to Microsoft Office Suite software programs and guides students through the development of professional conduct and communication practices in the workplace.

LEARNING OUTCOMES:

Upon successful completion of this course, students should be able to:

- Demonstrate professional conduct and verbal communication skills appropriate to an office environment;
- Create well-written and formatted documents utilizing MS Word;
- Create and customize spreadsheets utilizing MS Excel;
- Create and customize presentations using MS Power Point;
- Demonstrate competency in both analog and digital file management; and,
- Demonstrate competency in discovering and modifying data in MS Access.

REQUIRED TEXTS AND MATERIALS:

N/a

RESOURCE MATERIALS AND REFERENCE TEXTS:

N/a

TRANSFER CREDIT AT OTHER POSTSECONDARY INSTITUTIONS:

For more information visit: www.bctransferguide.ca

Instructor _____

Date _____

Department Head _____

Date _____