CAPILANO UNIVERSITY

COURSE OUTLINE

TERM:	Spring 2012	**COURSE NO.:**	GATE 104
INSTRUCTORS:		**COURSE NAME:** Gateways: Introduction to Computers	
OFFICE:		**SECTION NO:**	
		CREDITS:	1.5
UNIVERSITY TEL:		**OFFICE HOURS:**	

COURSE FORMAT: 42 hours over the duration of the program

PREREQUISITE: None

VISION STATEMENT: To assist clients with the development of personal skills, attitudes and values that will provide the tools and inspiration for long-term career and lifestyle management success.

COURSE OBJECTIVES: This course will develop and enhance skills, attitudes and tools related to career planning and securing/maintaining employment.

LEARNING OUTCOMES: As a result of successful completion of online exercises and instructor-led sessions, students will gain an introduction to and basic understanding of the following:

- Windows 7 (operating system)
- Word 2010 (a word processor);
- Excel 2010 (a spreadsheet);
- PowerPoint 2010 (presentations)
- Internet

REQUIRED MATERIALS: 1 Memory Stick (1gb minimum)

COURSE CONTENT:

Session	Topic/Assignment
1	Orientation to Moodle
2	Windows - Web 1a
3	Internet – Web 2a, 3a
4	Word processing 1a
5	Word processing 2a
6	Word Processing – Business Letters & Cover Letters
7	Word Processing - Resumes
8	Spreadsheets 1a
9	Spreadsheets 2a
10	Spreadsheets – budgets
11	PowerPoint 1a

12	PowerPoint 2a
13	Project Work
14	Review & Finish Outstanding Assignments

EVALUATION PROFILE:

Assignments	80%
Class Participation	10%
Attendance	10%
	100%

Whenever possible, assignments should be done on the computer - use spell check before handing in. If assignments are done in hand writing, they must be done in ink, and in very legible printing or writing.

Expect flexibility in scheduling

GRADING PROFILE: Credit/No Credit

ASSIGNMENTS: All assignments must be handed in by the end of the course.

To receive credit for this class all assignments (see Course Content above) must be handed in or submitted online and receive a satisfactory mark (7 out of 10 or higher).

OPERATIONAL DETAILS:

University Policies: Capilano University has policies on Academic Appeals (including appeal of final grades), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. These and other policies are available on the University website.

Please pay particular attention to the **Academic Policies and Procedures.**

Emergency Procedures: These procedures are posted in every classroom for your reference.

Participation: Participation means regular attendance and good preparation demonstrated in class discussions. This mark is based on both the frequency and quality of the student's comments, questions, observations, and involvement, with the emphasis on quality. The quality is determined by, among other things, the relevance, insight and clarity of remarks. Not attending, or being late to class and from breaks, will impact the overall participation grade.

Attendance: Regular attendance is essential. If a student misses a class due to extenuating circumstances, they are still responsible for the material covered during their absence, including announcements, assigned readings and hand-outs. Make up work may be assigned by the instructor. It is the student's responsibility to arrange this with the instructor. Students who miss more than 20% of the course are at risk of not receiving credit and may also not be allowed to participate in the work practicum or field trips.
Call your instructor if you cannot come to class.

Missed Exams:	No exam in this course

Late Assignments: Will not be accepted unless prior arrangements are made with the instructor. No assignments will be accepted if more than five days late. The instructor may deduct up to 10% per day for late assignments

Cheating/Plagiarism: All forms of cheating, including plagiarism, are serious offences. The instructor has a right to assign a "0" on the assignment or a letter grade of No Credit on the course. A second offence in any course may result in expulsion from the program.

Incomplete Grades: N/A

English Usage: All assignments are marked for correct English usage, proofreading and formatting.

Professional Behaviour: Students will be expected to demonstrate a professional positive attitude and behaviour toward work, fellow students and their instructor. Each student should have reliability, respect for and cooperation with colleagues. A willingness to work calmly and courteously under difficult conditions as well as a determination to achieve first class work while meeting deadlines is necessary in this course. Students should have respect for equipment and systems, and constructive response to criticism.

Cell Phones: Cell phones must be turned off **before** entering the classroom and may not be turned on again until **after** you have left the classroom, except in emergency situations by prior arrangement with the instructor.

Certificate of Completion: In order to receive a Certificate of Completion the student must achieve a minimum of 10 credits in the Gateways program.