



COMP 261 - Applied Digital Technologies

Description

This applied computer course provides students with critical electronic communications, data and file management skills, along with a strong focus on using common productivity applications to format, calculate, analyze, visualize, and present or report data and information.

1.5 Credits

Time Guidelines

The standard instructional time for this courses is 45 hours.

Equivalents

COMP 264

Required Student Materials and Technology

A challenge exam is available for this course.

A current industry-standard software suite will be used to complete this course. Specific details will be provided in the Brightspace course shell, along with supplemental resources for each learning outcome. The SAIT library also provides e-books on the topics covered A portable storage device and headphones are recommended.

Course Assessment

Assessments	60%
Exam(s)	35%
Core Abilities	5%
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Total:	100%

Use of Turnitin

The instructor may submit student work in this course to Turnitin's text-matching software program, to help assess the academic integrity of student work in this course. Turnitin results may be considered as one piece of evidence in academic misconduct hearings. Turnitin is an American company that keeps no unencrypted student identity data in the United States unless the students themselves choose to share this information in their submission. Students should limit their sharing of personally identifiable information by not including their names and student ID numbers within the text body of submitted assignments. SAIT has carefully reviewed this company's data management procedures against SAIT's data governance and governance protection practices. By enrolling in this course, students are deemed to agree to the submission of their written work to Turnitin for verification of their work's academic integrity. A student who has questions about the collection or use of their personal information may contact foip.coordinator@sait.ca.

Course Learning Outcomes

1. Manage data and information to enhance critical and analytical thinking and support decision making processes.

Objectives:

- 1.1 Practice ethical, legal and responsible digital citizenship.
- 1.2 Conduct research using Uniform Resource Locators, Search Engines, and Boolean Search Operators.
- 1.3 Create a file management system and naming conventions aligned to industry best practices.
- 1.4 Use digital tools to organize tasks, meetings, and activities.
- 1.5 Apply backup technologies to safeguard data.
- 1.6 Use various communication tools in compliance with standard business protocols.

2. Create industry standard documents.

Objectives:

- 2.1 Apply software functionality to prepare industry specific documentation.
- 2.2 Use various Internet technologies to locate, retrieve, validate, and produce individual or shared writing assignments, and display information following standard citation practices.
- 2.3 Demonstrate how to import, export, and link external sources to achieve engaging and interactive documents.

3. Manage data and information so it can be analyzed, organized, and visualized professionally.

Objectives:

- 3.1 Display data and information using industry standard data entry features, formula replication, and formatting protocols.
- 3.2 Organize data into logical structures and meaningful layouts.
- 3.3 Prepare charts, graphs and other visualizations of data.
- 3.4 Build formulas to perform worksheet calculations.
- 3.5 Build three-dimensional formulas to calculate data on multiple worksheets.
- 3.6 Audit formulas to ensure accuracy.

4. Create a presentation using presentation software.

Objectives:

- 4.1 Apply software features to visualize data and information in an engaging and interactive fashion.
- 4.2 Incorporate slide notes, slide options, and timings into a presentation.
- 4.3 Export presentations to onscreen, web-based, and portable formats.

SAIT Policies and Procedures:

For information on the SAIT Grading Scale, please visit policy AC 3.1.1 Grading Progression Procedure, found on the SAIT Academic Policies and Procedures page: <https://www.sait.ca/about-sait/administration/policies-and-procedures>

For information on SAIT Academic Policies, please visit: www.sait.ca/about-sait/administration/policies-and-procedures/academic-student

