



COMP 264 - Introduction to Digital Productivity Applications

Course 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 22 hours.

Equivalent(s):

COMP 261

Course Assessment:

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

Any Optician student receiving a mark between 50-70% on a course component should seek remedial work, peer tutoring, and/or extra instruction to support learning needs and promote success.

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

Course Material(s):

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 Learning Outcome(s):

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. Create a presentation using presentation software.

Objectives:

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

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

Objectives:

- 4.1 Display data and information using industry standard formatting protocols.
- 4.2 Organize data into logical structures and meaningful layouts.
- 4.3 Prepare charts, graphs and other visualizations of data.
- 4.4 Build three-dimensional formulas to calculate data on multiple worksheets.
- 4.5 Audit formulas to ensure accuracy.
- 4.6 Integrate Excel and Word into a compound document.