

Computer Learning @ The Library: How This Course Works

This course is taught using **Project-based Learning** – How does Project-based Learning work?

- * **You have several different projects to complete for this course based on the units that make up this course.**
 - Read through each project and its Marking Guide, determining what skills you already know and what skills you need to learn.
 - Samples of projects are included to give you an idea of what your project might look like – you do not need to “copy” the sample; rather you are expected to produce a project that contains all the skills that are listed on the Marking Guide.
 - Go to the learning resources for that project and review the skills you need to complete the project.
 - Build the project.
- * **Marking Guides provide you with a list of skills that you are expected to demonstrate and guidelines that you are expected to follow when designing the projects:**
 - The Marking Guide is used by your Instructor to assess the project that you submit.
 - If you do not know a particular skill, refer to the learning resources that are provided in that unit.
 - Make sure to design your project in a way that allows you to demonstrate the various skills that are listed in the Marking Guide.
 - Refer to the project instructions for submission guidelines for each project.

This is a **Self-Directed Course...with Support** – What does that mean?

- * **You are responsible for covering all the course material independently.**
 - All learning materials can be found in Blackboard.
 - If you need help you can see the tutors in the library or call, email or meet with your instructor. We are all happy to help you!
 - You should schedule at least **ten to twelve additional hours a week** to work on computer skills at times suitable for you.
- * **Weekly seminars are optional, but highly recommended if:**
 - you learn best in a face to face environment
 - you find it difficult to time-manage a self-directed course
 - you are struggling with any of the concepts (you can choose to come to some classes and not others)
- * **Seminar content will focus on student questions and the projects.**

Tell me about the **Tutors**:

How can the **Tutors** help me with my project?

- * Tutors are on hand at the Information Desk in the Library Information Common whenever the Library is open.
- * Tutors are available to assist you with any software questions you may have (e.g. “I can’t figure out how to create a header in this document”):
 - They will expect you to have worked through the various resources that are provided in Blackboard
 - They will walk you through how to do the skill you need help with
 - They will undo anything they did so that you can then practice the skill

What if I’m working from home?

- * You can contact the Tutor at the Information Desk (403-357-3652); if the Library is open, a Tutor will be available to take your call.

What are the **Tutors** not able to help me with?

- * Tutors are not able to help you with your project – if you need clarification on any part of the project, please contact your instructor (e.g. “I don’t understand what you mean by the second point in the project instructions”)

Computer Learning @ The Library: How This Course Works

Blackboard = The Information Hub

- * Blackboard is where you can find everything you need to complete the course.
- * All the information is organized by topic. Under each Topic Section you will find the following information:
 - An overview of what you need to cover for this topic.
 - A list of content and skills you need to know about this topic.
 - Electronic and Printable learning materials which cover all skills listed in the content list.
 - All the projects for the topic as well as sample projects and copies of the marking guides for the projects.
- * **Announcements Section:** This is where your instructor will post updates and other important course information. *Check Announcement in your Blackboard course daily.*
- * **Calendar:** All due dates will be posted in the Blackboard Calendar.
- * **Discussion Board:** If you have a question that you would like to post in order to get help from others in the class you can post it to the Discussion Board.
- * **E-mail:** There is an e-mail feature in Blackboard (this is different from your RDC e-mail). Blackboard e-mail allows you to reach only people enrolled in the course. *You can use it to e-mail questions to your instructor, but you MUST use your RDC e-mail when submitting projects.*

Projects & Marking

- * **E-mail** all your projects to your instructor using your **RDC e-mail account** (access via TheLoop).
- * All assignments and sample assignments can be found in Blackboard (access via TheLoop).
- * Marking guides for each assignment are attached to the end of each assignment. *Please refer to these marking guides for detailed information how your assignments will be marked.*
- * There is a **10% per day penalty** for late projects.

Computer Learning @ The Library: How This Course Works

How much do you know already?

- * Every student has a different level of computer knowledge.
- * **Start by reviewing the knowledge & skills lists and the projects in Blackboard.** This will give you a good sense of the learning curve you are facing – it may be big or small. We are always available to help you!
- * **Next, review the File Management section of How this Course Works in Blackboard.** If you struggle to understand the File Management concepts just let us know and we can help you get grounding in computer basics.
- * All the learning materials provided are for Microsoft Office 2007 products. **If you are unfamiliar with the 2007 version of Office, visit the Microsoft Training site:** <http://office.microsoft.com/en-ca/training/>
- * Depending on the course you are taking, you may be able to use any other word processing, spreadsheet or presentation software that you choose. Legal Assistant and Hospitality students will be using Microsoft Office 2007. Other students may use other programs. Please see your instructor if you need help finding learning materials for these other programs.