

# COURSE SYLLABUS



COURSE TITLE: COMP 156 Computer Concepts

CLASS SECTION: X01A & X01B

TERM: Fall 2022

COURSE CREDITS: 3

DELIVERY METHOD(S): F2F

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̓SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's [Territorial Acknowledgement](#).

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For COVID-19 information please visit <https://legacy.camosun.ca/covid19/index.html>

*Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.*

## INSTRUCTOR DETAILS

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NAME: Melissa Mills

EMAIL: [millsm@camosun.bc.ca](mailto:millsm@camosun.bc.ca)

OFFICE: TEC267

HOURS: Mon 10:30 – 11:20am – by appt (online)

*As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.*

## CALENDAR DESCRIPTION

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Students will obtain a solid foundation in general computer concepts and a practical exposure to the computer. Topics include: computer terminology and environment, computer applications and usage as well as a brief introduction to programming. Some sections designated for particular programs will include examples relevant to those programs.

### PREREQUISITE(S):

One of C in English 11 or C in Camosun Alternative, C in ENGL 130, C in ELD 072 and ELD 074

CO-REQUISITE(S): N/A

EXCLUSION(S): N/A

## COURSE LEARNING OUTCOMES / OBJECTIVES

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Upon successful completion of this course, a student will be able to:

- Use typical computing applications, e.g. file system, word processor, spreadsheet, desktop, database and email;
- Identify and discuss issues involving the implications and effects on society of computing;
- Use commands of typical operating systems/environments;
- Identify and use typical computing vocabulary and standards;
- Use local area and wide area network services for accessing file servers and other computer systems;
- Use information search and retrieval strategies across the Internet;
- Describe the basic components (hardware and software) of a microcomputer;
- Identify the basic concepts of computer programming languages; and
- Prepare simple web sites using HTML and scripting.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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### (a) Required Texts

Understanding the Digital World, 2<sup>nd</sup> Edition, Brian W. Kenighan, print or digital, ISBN 978-0-691-21910-3, available at the Camosun Bookstore,

See [https://www.camosuncollegebookstore.ca/buy\\_book\\_detail.asp?pf\\_id=10591109](https://www.camosuncollegebookstore.ca/buy_book_detail.asp?pf_id=10591109)

### (b) Other

Materials on the D2L course page: presentation slides for lectures, lab assignment instructions for labs.

1 TB Portable Harddrive (can be used for other classes)

Pencil and eraser

Notebook

## COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

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The content of lectures is organized around the four parts of the textbook:

- Introduction & Hardware (3 weeks)
- Software (5 weeks)
- Communications (3 weeks)
- Data (2 weeks)

Topics of the labs will include file management, word processing, spreadsheets, presentation software and web pages with HTML and JavaScript.

Please see lecture and lab schedule at [my.camosun.ca](http://my.camosun.ca) for detailed information about class hours and locations. Please consult the calendar tool in D2L frequently for any updates.

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

WEEK or DATE RANGE	LECTURE TOPIC	LAB TOPIC
Week 1	Course Intro + Expectations	No Lab
Week 2	What is in a computer?	Lab 00 Intro
Week 3	Bits, Bytes and Representation of Information / Inside the CPU	Lab 01 – Microsoft Word
Week 4	Bits, Bytes and Representation of Information / Algorithms	Lab 02 – Microsoft Word Styles
Week 5	Algorithms / Programming	Lab 03 – Toy Computer Programming
Week 6	Programming	Lab 04 – Advanced Word Features
Week 7	Software Systems	Lab 04 – Word Formatting
Week 8	Mid-term – in class	Lab 05 – Powerpoint, JavaScript Demos
Week 9	Learning to Program	Lab 06 – Excel
Week 10	Powerpoint Presentations Lec/Lab   Networks	Powerpoint Presentations (in class)
Week 11	Networks con'd   The Internet	Lab 07 – Excel Spreadsheet
Week 12	The World Wide Web (www)	Lab 08 - HTML
Week 13	Data and Information	Lab 09 – HTML Cont'd
Week 14	Privacy and Security	Lab 09 – HTML with CSS

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced notice is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

## EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Lab assignments	25%
Quizzes/Discussions	10%
Mid-term exam	15%
Final exam	30%
Participation + Attendance	20%
<b>TOTAL</b>	<b>100%</b>

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.  
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

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Late assignments are subjected to penalties, except by the instructor's prior written permission or in the presence of a dire and documents short-term medical or family emergency.

**To pass the course, students must achieve:**

- a minimum average of 50% on labs assignments and
- a minimum average 50% on the final exam

No leaving during any examination before the first half of the exam period unless an accommodation is in place.

## SCHOOL OR DEPARTMENTAL INFORMATION

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Supplemental department policies:

Grade view: You have 7 days after marks are posted to review with your instructor.

Academic Integrity Violations:

- 1<sup>st</sup> violation: minus the weight of the deliverable and a note on your departmental file.
- 2<sup>nd</sup> violation: F in the course
- 3<sup>rd</sup> violation: Student Conduct Policy E-2.5 is applied

Missed Examinations/Quizzes: If a student misses a quiz, project or an exam, a mark of zero will be assigned unless there are extenuating circumstances. You must provide a note from a medical practitioner (Doctor, Nurse, Psychologist, Counsellor, etc) In such cases, the proportion of grade assigned to the missed quiz will be added to the proportion assigned to the final exam. The final exam will be held during exam week. NO consideration will be given to any student wishing to write the exam at any other time than that assigned.

Electronic Devices: The school's policy regarding electronic devices is that any student who has a cell phone or other unauthorized electronic device (ie ipad, laptop, playbook, etc.) on their person or around their desk during an exam will be guilty of cheating and will result in a grade of "F" for the course.

## STUDENT RESPONSIBILITY

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Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

## SUPPORTS AND SERVICES FOR STUDENTS

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Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Academic Advising	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a>

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

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### Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](http://camosun.ca/services/accessible-learning/) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

### Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

### Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

### Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

### Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

### Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized

Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-3703841

### Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

**Changes to this syllabus:** Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.