COURSE SYLLABUS

COURSE TITLE: COMP156 – Computer Concepts

CLASS SECTION: D01A & D01B

TERM: Winter 2024

COURSE CREDITS: 3

DELIVERY METHOD(S): Asynchronous Online

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

NAME: Andy Dawson Reid

EMAIL: ReidA1@Camosun.ca

OFFICE: Online

HOURS: By appointment

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

This course will present computers and communications systems that affect the world we live in. Students develop the skills required to effectively use a word processor, spreadsheet, presentation tools, and database software. The student will also be introduced to programming in HTML, scripting and a high level programming language. This enriched course is intended for students with some background in computer concepts.

    PREREQUISITE(S): One of C in English 11, C in Camosun Alternative or C in ENGL 130
    CO-REQUISITE(S): None
    EXCLUSION(S):   None

COURSE LEARNING OUTCOMES / OBJECTIVES

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

- Required textbook: Understanding the Digital World, 2nd Edition, by Brian W. Kernighan, ISBN 978-0-691-21910-3, available at the Camosun Bookstore, see
  https://www.camosuncollegebookstore.ca/buy_book_detail.asp?pf_id=10591109
- Materials on the D2L course page: presentation slides for learning, lab assignment instructions for labs, etc.

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

The content of lectures is organized around the four parts of the textbook:
- Introduction and Hardware (3 weeks)
- Software (4 weeks)
- Communications (3 weeks)
- Data (3 weeks)

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

Please look up the lecture and lab schedule at http://my.camosun.ca for detailed information about class hours and locations and consult the calendar tool in D2L frequently to check for any updates.
The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

Week	Day	Topic
Week 1	D1	Class Intro
	D2	Using Technology to Change the world
Week 2	D1	Using Technology to Change the world
	D2	Application Programs
Week 3	D1	Application Programs
	D2	Intro to Computer
Week 4	D1	Intro to Computer
	D2	Computer Hardware
Week 5	D1	Computer Hardware
	D2	Representation of Information
Week 6	D1	Reading Break
	D2	Reading Break
Week 7	D1	System Software
	D2	System Software
Week 8	D1	MidTerm Review
	D2	MIDTERM
Week 9	D1	How the web works
	D2	How the web works
Week 10	D1	Software Programming
	D2	Software Programming
Week 11	D1	Software Programming
	D2	Software Programming
Week 12	D1	Networking: Connecting Computer Devices
	D2	Networking: Connecting Computer Devices
Week 13	D1	How the internet works
	D2	How the internet works
Week 14	D1	Securing your System
	D2	Securing your System + Final Exam Review
FINAL EXAM		

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 noticed is required. Deadlines scan be reviewed on the CAL exams page. http://camosun.ca/services/accessible-learning/exams.html

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Lab Assignments	35%
Quizzes	25%
Midterm Exam	15%
Final Exam	15%
Timely Submission	10%
TOTAL	100%

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 policy for more information. http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf

COURSE GUIDELINES & EXPECTATIONS

Lab Assignments

Students must complete all labs and submit them on D2L. They must achieve a minimum average of 50% on the labs.

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

Quizzes

All quizzes must be completed with a minimum average of 50% across all of quizzes.

Exams

Students must achieve a minimum average of 50% in the Midterm and Final Exams.

STUDENT RESPONSIBILITY

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

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/.

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

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

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 (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. To contact the Office of Student Support: 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.