



*School of Access  
Academic and Career Foundations*

**COMP 030-S01**  
**Fundamental Computer Studies**  
*Winter 2012 (Jan.9-April 20/12)*

**COURSE OUTLINE**

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The Approved Course Description is available on the College website  
<http://www.camosun.bc.ca/learn/calendar/index.html>

**W** *A personal headphone set is essential for use in the computer lab.*

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**1. Instructor Information**

(a) Instructor: **Faith Shields**

(b) Office Hours in CBA 108  
T 3:30-4:30, Th 3:30-4:30, F 9:30-3:30 (Friday office hours are held on the 2<sup>nd</sup>  
and 4<sup>th</sup> Friday of each month. Please contact Faith for exact dates. Other  
appointment times available if necessary.)

Appointments are available by prior arrangement

(c) Voice Messages: 250-370-4489

(c) Email: [faith.shields29@online.camosun.ca](mailto:faith.shields29@online.camosun.ca)

**Calendar Description**

Fundamental Computer Studies, delivered in a combination of face-to-face and on-line, will help you gain the confidence to perform basic computer operations. This course will also help you gain the computer, Internet and word processing skills you need to work in both the traditional and online classroom.

## 2. Intended Learning Outcomes

Students will be able to demonstrate the following skills:

### 1. Basic Knowledge of Computers

- i. List the basic parts of a computer system (system unit, monitor, keyboard, mouse, electronic storage device, USB drive and printer)
- ii. Demonstrate the ability to properly start and shut down a computer system
- iii. Demonstrate the ability to start and close a program
- iv. Describe some uses of computers
- v. Use a mouse
- vi. Demonstrate the ability to operate a printer (power on, put on line/off line and load paper)

### 2. Keyboarding

- i. Use correct touch typing techniques and procedures for letters but not for top row numbers/symbols
- ii. Demonstrate proper ergonomics
- iii. Achieve an adjusted typing speed of 10 wpm

### 3. Word Processing

- i. Create a new word processing document
- ii. Edit a document
- iii. Save a document
- iv. Print a document
- v. Retrieve a document
- vi. Use tools such as a spell checker or thesaurus

### 4. Electronic Communication

- i. Browse the Internet
- ii. Search the Internet
- iii. Set up an email account
- iv. Send and receive email
- v. Demonstrate netiquette in email
- vi. Complete an online form
- vii. Find and use an online map search tool

## 3. Required Materials

(a) Texts: Course handouts will be available in the computer lab.

(b) Other: **A set of headphones is required for use in the computer lab**  
**An electronic storage device is required**

#### **4. Course Content and Schedule**

**Classes run from Jan. 10, 2012 to April 12, 2012**

2 classes per week (1hr. and 20 min.X2)  
2 Help Centre hours, arranged by student

##### **Self-paced Instruction:**

The instructor will be present in the computer lab to provide an orientation to the course and to provide one-to-one assistance. This is a self-paced computer course with on-line demonstrations. You are expected to attend regularly to practice computer skills and complete all assignments and quizzes.

There is a recommended schedule for completion of course modules. If you are unable to meet the schedule outlined in the course, be sure to develop an alternate individual learning plan with your instructor. Please contact your instructor if you have any difficulties with course material or attendance.

## Course Requirements

	Activity	Description
1	<b>Basic Knowledge of Computers</b>	Develop a basic understanding of how to operate a computer.
2	<b>Keyboarding/ Mouse Skills</b>	Practice with typing tutor program
3	<b>Word Processing</b>	Practice basic word processing skills
4	<b>Electronic Communication I</b>	Browse the Internet as well as initiate and respond to emails.

### 5. Basis of Student Assessment (Weighting)

Completion of all your exercises and assignments, and a completed course portfolio and checklist will be used in the final assessment for the course. You will be required to take on-line quizzes and typing tests during the course to help assess your mastery of the course skills.

### 6. Grading System

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria, or competencies established for this course, practicum or field placement.

### 7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

**Class Attendance:** Students are expected to attend all of their scheduled classes. Generally, the amount of attendance + effort = amount of progress in the course.

**Progress:** Students are expected to complete each course within 2 – 4 months. Students having difficulties meeting this goal should explore, with their instructor, additional supports that may be available. Students with a record of poor attendance and progress may not be permitted to re-register in Academic and Career Foundations Department courses.

**Academic Upgrading Help Centre:** All students have access to the Help Centre. Students are **strongly encouraged** to make use of this service.

## **LEARNING SUPPORT AND SERVICES FOR STUDENTS**

There are a variety of services available for students to assist them throughout their learning. This information is available in the College calendar, Registration, or on the College website <http://www.camosun.ca/services/>

### **ACADEMIC CONDUCT POLICY**

*It is the student's responsibility to become familiar with the content of the Academic Conduct Policy. The policy is available in each School Administration Office, Registration, and on the College website <http://camosun.ca/about/policies/education-academic/e-2-student-services-&-support/e-2.5.1.pdf>*

### **ACADEMIC PROGRESS POLICY**

*The Academic Progress Policy designed to enhance a learner's likelihood of success. Students should become familiar with the content of this policy, The policy is available in each School Administration Office, Registration, and on the College website <http://camosun.ca/about/policies/education-academic/e-1-programming-&-instruction/e-1.1.pdf>*