



*School of Access  
Academic and Career Foundations*

**COMP 040-S01**  
**Intermediate 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>

⚡ *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 9:30-2:30-3:30 (Friday office hours are held on the 2<sup>nd</sup> and 4<sup>th</sup> Fridays of the 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
- (d) Email: [faith.shields29@online.camosun.ca](mailto:faith.shields29@online.camosun.ca)

**Calendar Description**

**Intermediate Computer Studies will further develop the computer skills introduced at the fundamental level. The goal of the course is to help adult learners see the computer as a tool and help them become more self-confident and function more efficiently with it in both the college and work environment.**

**Pre-requisite(s):** Fundamental English or equivalent  
Fundamental Computer Studies 030 or equivalent.

## 2. Intended Learning Outcomes

Students will be able to demonstrate the following skills:

1. Keyboarding
  - i. Use correct touch typing techniques and procedures
  - ii. Demonstrate proper ergonomics
  - iii. Achieve an adjusted typing speed of 20 wpm
2. Introduction to Computers
  - i. Review the basic knowledge of computers covered in the fundamental course.
    - a. List the basic parts of a computer system (system unit, monitor, keyboard, mouse, USB drive, hard disk drive and printer)
    - b. Demonstrate the ability to properly start and shut down a computer system
    - c. Demonstrate the ability to start and close a program
    - d. Describe an electronic storage device and its care and limitations
    - e. Use advanced mouse features
    - f. Demonstrate the ability to operate a printer (power on, put on line/off line and load paper)
  - ii. Develop an appreciation of the evolution of computer technology and the range of applications in society
  - iii. Describe commonly used computer terminology and acronyms
  - iv. Describe the difference between hardware and software
3. Operating System
  - i. Describe the basic operations of an operating system (launching applications programs and managing system resources)
  - ii. Demonstrate the ability to correctly name and locate files
  - iii. Demonstrate the ability to perform basic file operations using the operating system (copy, move, erase and rename)
4. Word Processing
  - i. Review word processing skills covered in the fundamental course
    - a. Create a new word processing document
    - b. Edit a document
    - c. Save a document to an electronic storage device
    - d. Print a document
    - e. Retrieve a document from a USB storage device
    - f. Use tools such as a spell checker or thesaurus
  - ii. Format a page using basic page layout properties (margins, justification, boldfacing and line spacing)
  - iii. Demonstrate the ability to use help features and tutorials
  - iv. Create headers, footers and page numbering
  - v. Create tables, columns, page and section breaks
  - vi. Import information
  - vii. from other sources such as graphs, graphics, spreadsheets, databases and the Internet
5. Electronic Communication
  - i. Browse and search the Internet
  - ii. Send and receive email with file attachments
  - iii. Recognize computer viruses and develop strategies to deal with them
  - iv. Use College's online registration system
  - v. Use College's online library system

### 3. Required Materials

- (a) Texts: Materials will be available online 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**

#### **Self-paced Instructions:**

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**

	<b>Activity</b>	<b>Description</b>
<b>1</b>	<b>Keyboarding</b>	Practice with typing tutor program
<b>2</b>	<b>Introduction to Computers</b>	Review the basic knowledge of computers covered in the fundamental course. Describe the difference between hardware and software as well as the evolution of computer technology and the range of applications in society.
<b>3</b>	<b>Operating System</b>	Practice the basic operations of an Operating System including launching applications programs and managing files and system resources
<b>4</b>	<b>Word Processing</b>	Review basic word processing skills. Practice formatting a page using basic page layout properties as well as using help features and tutorials.
<b>5</b>	<b>Electronic Communication</b>	Review Internet and email skills. Recognize computer viruses and demonstrate strategies to deal with them.

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

## Portfolio of completed assignments

### Portfolio and Assessment

Your portfolio is a collection of your assignments and will be used in the final assessment for the course. You will also be required to take 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>