



**School of Access
Community Learning Partnerships**

**COMP 030 BS 23
Fundamental Computer Studies**

**COURSE OUTLINE
FALL 2012**

* *Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records.*

Calendar Description

Fundamental Computer Studies, delivered in a combination of face-to-face and online, will help students gain the confidence to perform basic computer operations. This course will also help them gain the computer and Internet and word processing skills they need to work in both traditional and online classroom (<http://camosun.ca/learn/calendar/current/web/comp.html>).

Pre-requisite(s): Assessment

1. Instructor Information

(a) Instructor:
Brenda Proctor

(b) Office hours:
This blended online/face-to-face classroom is available to registered students at Camosun Online (<http://online.camosun.ca/>). Face-to-face appointments with the instructor are available by prior arrangement and can be scheduled at either campus or at the community partner site.

(c) Location:
The physical location of the class depends on the community partner site. The course can be accessed online to registered students at the website above.

(d) Camosun Voice Messaging: 250-370-3354 Alternative: Saanich Adult Education Centre:250-544-2192; Literacy Victoria: 250-381-3755

(e) E-mail: proctorb@camosun.bc.ca

2. Intended Learning Outcomes

The students will be able to demonstrate the following skills:

1. 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
2. Basic Knowledge of Computers
 - i. List the basic parts of a computer system (system unit, monitor, keyboard, mouse, electronic storage device, USB port, 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)
3. Word Processing
 - i. Create and format 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: Materials will be available in online classroom.

(b) Other: USB Memory Stick

4. Course Content and Schedule (Self-paced Instructions)

In your online classroom, a click on the *Evaluation Tools* button will take you to the *Course Schedule*. It presents a schedule of recommended completion dates with hyperlinks to appropriate course content. If you are unable to meet

the schedule outlined in the online classroom, be sure to develop an alternate individual learning plan with your instructor.

Course Requirements

See the Course Schedule in the Online Classroom for recommended completion dates.

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

5. Basis of Student Assessment (Weighting)

Portfolio and Assessment

Your portfolio is a collection of your assignments and quizzes that will be used in the final assessment for the course.

6. Competency Based 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. Academic Progress Policy

There is an 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 web site in the Policy Section.

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

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, Registrar's Office or the College web site at <http://www.camosun.bc.ca>

ACADEMIC CONDUCT POLICY

There is an Student Conduct Policy. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section.

<http://camosun.ca/about/policies/education-academic/e-2-student-services-&-support/e-2.5.pdf>