Instructor: Morgan Sargent **E-mail:** sargentm@camosun.bc.ca	**Phone.#:** 250- 370-4005
Class Hours: W 9:00-11:50	**Office Hours**: W: 8:30-9:00

Calendar Description

This course, 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 classrooms.
Prerequisite(s): Assessment.

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, floppy disk drive, hard disk 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 a diskette and its care and limitations
    v. Describe some common uses of computers in society
    vi. Use a mouse
    vii. Demonstrate the ability to operate a printer (power on, put on line/off line and load paper)
3. Word Processing
    i. Create a new word processing document
    ii. Edit a document
    iii. Save a document to a disk
    iv. Print a document
    v. Retrieve a document from a disk
    vi. Use tools such as a spell checker or thesaurus
4. Electronic Communication
    i. Browse the Internet
    ii. Send and receive email

Required Materials

- Materials will be available in online classroom @ http://online.camosun.ca
- Other: USB Memory Stick

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.

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.

Grading System

DST The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
COM The student has met 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.

STUDENTS WITH A RECORD OF POOR ATTENDANCE, OR POOR PROGRESS MAY BE RESTRICTED FROM RE-REGISTERING IN COMMUNITY LEARNING PARTNERSHIPS DEPARTMENT COURSES.

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

STUDENT CONDUCT POLICY

There is a 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.

www.camosun.bc.ca/divisions/pres/policy/2-education/2-5.html

STUDENT GRADING POLICY

A new student grading policy is in effect for students in the School of Access. This information is available in the College Calendar, Registrar's Office or the College web site at http://www.camosun.bc.ca/policies/Education-Academic/E-1-Programming-&-Instruction/E-1.5.pdf

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. http://camosun.bc.ca/policies/Education-Academic/E-1-Programming-&-Instruction/E-1.1.pdf