



*School of Access
Community Learning Partnerships*

**COMP 040 BS 23
Intermediate 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

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 (<http://camosun.ca/learn/calendar/current/web/comp.html>).

Prerequisite(s):

Fundamental English or equivalent
Fundamental Computer Studies or equivalent.

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://camosun.ca/de/>). Face-to-face appointments with the instructor are available by prior email arrangement.
- (c) Location
The online classroom is available to registered students at the website above. Any unit final tests are written at one of our community partner learning centres. See the online classroom for details.
- (d) Camosun Voice Messaging: 370-3945. 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
- 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 port, 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 stick 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 knowledge 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, delete and rename)

4. Microsoft Office – Word Processing

- i. Review word processing skills covered in the fundamental course:
 - a. Create a new document
 - b. Edit a document
 - c. Save a document to an electronic storage device
 - d. Print a document
 - e. Retrieve a document from an electronic 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 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 registrations system
- v. Use College's online library system
- vi. Demonstrate the ability to participate in an online course.

3. Required Materials

- (a) Texts: Materials will be available in the online classroom.
- (b) Other: USB memory stick

4. Access Required to the Following Computer Equipment

- (a) A reasonably up-to-date computer running Windows XP, Vista, or Windows 7 and MS-Office that allows student access to hard disk storage. While the course is designed for Windows-based computers, Mac and Linux-based computers may also be used.
- (b) A high speed (broadband) Internet connection.

5. Course Content and Schedule

This course is designed to be completed in four month school term. Students are expected to spend a minimum of 10-12 hours per week in online and study time. A *Course Schedule* In your online classroom presents a schedule of recommended completion dates with hyperlinks to appropriate course content.

Course Requirements

	Activity	Description
0	Getting Started	What you should know and do to start this course
1	Keyboarding	Practise with typing tutor program
2	Knowledge of Computers	Demonstrate how to operate Microsoft Windows.
3	Microsoft Office	Practise basic word processing skills Perform basic spreadsheet operations Prepare and deliver a presentation using a computer
4	Electronic Communication I	Browse the Internet as well as initiate and respond to emails and discussion group journal messages. Recognize computer viruses and develop strategies to deal with them

5. Basis of Student Assessment (Weighting)

A portfolio collection of your discussion group journals, email interactions, assignments and quizzes 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.

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

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/sevices>

ACADEMIC CONDUCT POLICY

There is an Academic 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>