



School of Access  
Community Learning Partnerships  
**COMP030 BS24**  
Fundamental Computer Studies  
**Course Outline – Winter 2013**



**Instructor:** Morgan Sargent  
**Class Hours:** W 9:00-11:50

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### 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.

	<b>Activity</b>	<b>Description</b>
<b>1</b>	<b>Introduction to Keyboarding</b>	Practise with typing tutor program
<b>2</b>	<b>Introduction to Basic Knowledge of Computers</b>	Develop a basic understanding of how to operate a computer.
<b>3</b>	<b>Introduction to Word Processing</b>	Practise basic word processing skills
<b>4</b>	<b>Introduction to Electronic Communication I</b>	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](http://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>