



School of Access
Community Learning Partnerships
COMP040 BS24
Intermediate Computer Studies
Course Outline – Winter 2013



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

E-mail: sargentm@camosun.ca

Phone.#: 250- 370-4005
Office Hours: W: 8:30-9:00

Calendar Description

This course will further develop the computer skills introduced at the fundamental level. The course enables students to use the computer more efficiently in both college and work environments. ENGL 033 or equivalent is highly recommended as preparation for this course. Home internet access is also recommended.

Prerequisite(s): COMP030 or equivalent.

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, floppy disk 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 a diskette or USB memory stick and its care and limitations
 - e. Use a mouse
 - 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. Microsoft Office – Word, Excel, Powerpoint
 - i. Review and build on word processing skills covered in the fundamental course
 - a. Create a new document
 - b. Edit a document
 - c. Save a document to a disk
 - d. Print a document
 - e. Retrieve a document from a disk
 - 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. Import information from other sources such as graphs, graphics, spreadsheets, databases and the Internet.
4. 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

Required Materials

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

Access Required to the Following Computer Equipment

- A reasonably up-to-date computer running Windows 2000 or XP 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.
- A high speed (broadband) Internet connection.

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

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>