



*School of Access  
Community Learning Partnerships*

## **COMP 030 – S24 (Our Place) Fundamental Computer Studies**

### **COURSE OUTLINE – Fall 2015**

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

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#### **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:

Karen Lightbody

Phone: Camosun Voice Messaging: 250-370-3945. Alternative: Our Place: 250-388-7112.

Email: [lightbodyk@camosun.bc.ca](mailto:lightbodyk@camosun.bc.ca)

(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 either on-campus or at the community partner site.

(c) Location:

The physical location of the class will be in the computer lab at Our Place. The course can also be accessed online to registered students 24/7.

(d) Class day and time:

Tuesdays from 9:00 – 11:50am

## 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)

Classes are held in the Our Place computer lab every Wednesday morning from 9:00 to 11:50 a.m., starting September 10th and ending on December 11th. 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.

## 5. Course Requirements

Students will complete all assignments and quizzes outlined in the course Content, which is accessed through the course Home Page. The assignments will cover the following activities:

	Activity	Description
1	<b>Introduction to Keyboarding</b>	Practise with typing tutor program
2	<b>Introduction to Basic Knowledge of Computers</b>	Develop a basic understanding of how to operate a computer.

3	<b>Introduction to Word Processing</b>	Practise basic word processing skills
4	<b>Introduction to Electronic Communication I</b>	Browse the Internet as well as initiate and respond to emails.

## 6. Basis of Student Assessment (Weighting)

Completion of all assignments and quizzes will be used in the final assessment for the course.

## 7. 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.

## 8. 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.ca/about/policies/education-academic/e-1-programming-&-instruction/e-1.1.pdf>

## 9. 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 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>