



School of Access
Community Learning Partnerships

COMP 040 S17
Intermediate Computer Studies

COURSE OUTLINE – Fall 2015

Course Description

Intermediate Computer Studies will further develop the computer skills introduced in Comp 030. The goal of the course is to help learners see the computer as a tool and help them become more self-confident and function more efficiently with computers in both college and work environments.

Prerequisites:

Fundamental English or equivalent
Computer Studies 030 or equivalent.

1. Instructor Information

(a) Instructor: Karen Lightbody

Voice Mail: 250-370-3945

Email: 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 appointment.

(c) Location:

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

(d) Class day and time:

Wednesday and Friday 9:30 – 10:50am

2. Intended Learning Outcomes

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

3. Course Contents

	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

4. Basis of Student Assessment

A portfolio collection of your discussion group journals, email interactions, assignments and quizzes will be used in the final assessment for the course.

5. Competency Based Grading System

- 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.

6. Recommended Materials/Services to Assist Students Success

ACADEMIC PROGRESS POLICY

There is an academic progress policy designed to enhance a learner's likelihood of success which is available in each School office, Registration and the College web site in the Policy section for students to assist them throughout their learning. This information is available in the College Calendar, Registrar's Office or at <http://www.camosun.bc.ca/policies/education-academic/E-1-Programming-&-Instruction/E-1.1.pdf>

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