



School of Access  
Community Learning Partnerships

COMP 030  
Fundamental Computer Studies

COURSE OUTLINE

Course Description

Fundamental Computer Studies 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.

1. Instructor Information

Name: Pooja Gupta Email: [guptap@camosun.ca](mailto:guptap@camosun.ca) Phone: 250-370-4915

	Monday	Tuesday	Wednesday	Thursday	Friday
9:30 – 12:20	In class Saanich Adult Education Centre	In class Songhees Wellness Centre	In class Saanich Adult Education Centre	In class Songhees Wellness Centre	Department Meetings
12:30 – 1:30	Office hour	Office hour	Office hour	Office hour	

Class time: Tuesday and Thursday 9:30AM – 10:50 AM

2. Intended Learning Outcomes

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

3. Required Materials

Texts and materials will be available in online classroom.

#### 4. Course Content and Schedule

In the 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

	Activity	Description
1	Introduction to Keyboarding	Practise with typing tutor program
2	Introduction to Basic Knowledge of Computers	Develop a basic understanding of how to operate a computer.
3	Introduction to Word Processing	Practise basic word processing skills
4	Introduction to Electronic Communication I	Browse the Internet as well as initiate and respond to emails.

#### 5. Basis of Student Assessment

Your portfolio is a collection of your assignments and quizzes that will be used in the final assessment for the course.

#### 6. 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.

#### 7. Academic Progress Policy

This is 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 at <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>

##### 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](http://www.camosun.bc.ca/divisions/pres/policy/2-education/2-5.html)