



**School of Access
Community Learning Partnerships**

COMP 030 - Fundamental Computer Studies

COURSE OUTLINE – Winter 2017

Calendar Description

Computers are an important part of education, work and personal life. Computer skills are introduced at the fundamental level to help students gain the knowledge and confidence to perform basic computer operations. (<http://camosun.ca/learn/calendar/current/web/comp.html>).

Pre-requisite(s): Assessment

1. Instructor Information

- (a) Instructor: Jessica Michalofsky
- (b) Contact information: email: michalofskyj@camosun.ca; phone: 250-370-3131
- (c) Class hours: Monday from 1:00 – 3:00 at Our Place
- (d) Office hours: By appointment

2. Intended Learning Outcomes

Upon successful completion of this course students will be able to demonstrate the following skills:

A. Basic Knowledge of Computers

- list the basic parts of a computer system (system unit, monitor, keyboard, mouse, USB drive, hard disk drive and printer)
- demonstrate the ability to properly start and shut down a computer system, including logging off a public computer
- demonstrate the ability to start and close a program
- describe some common uses of computers in society
- create a folder and demonstrate basic file management skills
- use a mouse, pointing device or touch pad
- demonstrate the ability to operate a printer (power on, load paper and print)

B. Keyboarding

- use correct touch typing techniques and procedures for letters only, not top row numbers/symbols
- achieve an adjusted typing speed of 10 wpm

C. Word Processing

- create a new word processing document
- open and edit an existing document
- save a document to a storage drive
- print a document
- retrieve a document
- use editing tools, such as a spell checker or thesaurus

D. Electronic Communication

1. Internet

- Use favorites/bookmark bar
- Fill in online forms
- Perform a search using a web search engine
- Use library websites to search for, request, and renew books and other resources

- Be aware of security issues on the internet
2. Send and receive email including attachments

3. Course Content (Self-paced Instructions)

This course is designed to be completed in four months. Students are expected to spend a minimum of 10-12 hours per week in online and study time.

4. Course Requirements

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

	Activity	Description
1	Introduction to Basic Knowledge of Computers	Develop a basic understanding of how to operate a computer.
2	Introduction to Keyboarding	Practise with typing tutor program
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 (Weighting)

Completion of all assignments and quizzes 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

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>

8. Recommended Materials or Services to Assist Students to Success:

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>