



*School of Access
Community Learning Partnerships*

**COMP 040 S18
Intermediate Computer Studies**

COURSE OUTLINE – Winter 2017

Course Description

Computers are increasingly becoming a part of daily life in personal, work and educational environments. The goal of an Intermediate Level computer course is to introduce adult learners to the use of the computer as a tool so that they will become more self-confident and therefore able to function more efficiently with a computer. ENGL 033 or equivalent is highly recommended as preparation for this course. Home internet access is also recommended.

Prerequisites:

Fundamental English or equivalent
Computer Studies 030 or equivalent.

1. Instructor Information

- (a) Instructor: Pooja Gupta
- (b) Contact information: email guptap@camosun.ca, or by phone: 250-370-4915
- (c) Class hours: Tuesday and Thursday 9:30 – 10:50 at Songhees Wellness Centre
- (d) Office hours: by appointment

2. Intended Learning Outcomes

A. Keyboarding

- use correct touch typing techniques and procedures
- achieve an adjusted typing speed of 20 wpm

B. Introduction to Computers

- demonstrate the ability to launch and terminate an application program
- develop an appreciation of the evolution of computer technology and the range of applications in society
- describe commonly used computer terminology and acronyms
- describe the difference between hardware and software
- demonstrate the use of the features of a mouse including left click, right click and scroll
- demonstrate the ability to operate a printer (power on, put on line/off line and load paper)

C. Operating System

- describe the basic operations of an Operating System (launching applications programs and managing system resources)
- demonstrate the ability to correctly name and locate files and folders
- demonstrate the ability to perform basic file operations using the operating system (copy, move, erase and rename)

D. Word Processing

- create a new word processing document
- edit a document, including cutting and pasting text
- print a document
- save a document to a specified location
- retrieve a document from a specified location
- use tools such as a spell checker or thesaurus
- format a page using basic page layout properties (margins, justification, boldfacing and

- line spacing)
- demonstrate the ability to use help features and tutorials
- create headers, footers and page numbering
- manipulate margins
- create tables, columns, page and section breaks

E. Electronic Communications

- browse and search the Internet
- send and receive email with file attachments

3. Required Materials

Materials will be available in the Bridges computer lab or in the online classroom.
Access Required to the Following Computer Equipment

4. 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

5. 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.

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.

8. Recommended Materials or Services to Assist Students to Succeed Throughout the Course
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