COMP 030 S29 - Fundamental Computer Studies

COURSE OUTLINE – Fall 2017

Course 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.

1. **Instructor Information**

   (a) Instructor: Jennifer Bennett

   (b) Contact information: bennettj@camosun.ca; 250-370-3675

   (c) Class hours: Mon, Wed 10:30 – 11:50

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. 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 (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

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.

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, Student Services or the College web site at
> http://www.camosun.bc.ca

STUDENT CONDUCT POLICY

There is a Student 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://www.camosun.bc.ca/policies/policies.html