School of Access
Community Learning Partnerships

COMP 040 S29 - Intermediate Computer Studies

COURSE OUTLINE – Fall 2018

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.

Prerequisites:
Fundamental English or equivalent;
Computer Studies 030 or equivalent.

1. **Instructor Information**

   (a) Instructor: Jennifer Bennett

   (b) Contact information: bennettj@camosun.bc.ca

   (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 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	Practice with typing tutor program
2	Knowledge of Computers	Demonstrate how to operate Microsoft Windows.
3	Microsoft Office	Practice basic word processing and formatting skills, including spell check.
4	Electronic Communication I	Browse the Internet as well as initiate and respond to emails, send attachments by email, and participate in discussion group journal messages.

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 (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. 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