



Welcome to Camosun College!

*Camosun College campuses are located on the traditional territories of the Lkwungen and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.*

## School of Access – Community Learning Partnerships Department

**COMP 040 – Intermediate Computer Studies**

**Fall 2019**

### COURSE OUTLINE

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*The Approved Course Description is available on the College website*

<http://camosun.ca/learn/calendar/current/web/comp.html>

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#### 1. Instructor Information

(a) Instructor	Karen Lightbody
(b) Office hours	By appointment
(c) Location	Beacon Community Services-Sidney
(d) Phone	250-370-3675
(e) E-mail	<a href="mailto:lightbodyk@camosun.ca">lightbodyk@camosun.ca</a>

#### 2. Course Content and Schedule

**Class hours: Monday/Wednesday 9:00 – 10:20 am**

For students who attend class regularly, there is enough time to complete the course during class hours. You can work on the modules in whatever order you choose, but you should focus on completing assignments and quizzes as you work through a module.

#### 3. Intended Learning Outcomes

(Complete ABE Intermediate Level – Computer Skills learning outcomes at ABE Articulation Handbook website <https://www.bccat.ca/pubs/2018-19%20ABE%20Articulation%20Guide.pdf> )

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.

At completion of the 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

### 4. Required Materials

A. Headphones

#### Supplementary Materials

B. Pen and paper

### 5. Course Content

	Activity	Description
0	<b>Getting Started</b>	What you should know and do to start this course
1	<b>Keyboarding</b>	Practice with typing tutor program
2	<b>More about Computers</b>	Computer history, terminology, hardware and software
3	<b>Operating System Functions</b>	Operating systems, files and folders, troubleshooting your computer
4	<b>Word Processing</b>	Format documents, including margins, headers, footers, images, text formats, tables, columns and breaks
5	<b>Electronic Communications</b>	Email with attachments, information literacy, internet privacy

### 6. Basis of Student Assessment

A portfolio collection of your email interactions and assignments will be used in the final assessment for the course.

## 7. GRADING SYSTEMS <http://www.camosun.bc.ca/policies/policies.php>

### A. 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.

### B. Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at <http://www.camosun.bc.ca/policies/E-1.5.pdf> for information on conversion to final grades, and for additional information on student record and transcript notations.

## 8. Recommended Resources to Assist Students to Succeed Throughout the Course

There are many Camosun services available to help you succeed in and out of the classroom, including education planning, learning and personal support, campus life, work and housing, and getting around. This information is available at Registration or the College web site <http://camosun.ca/services/>

## 9. College Supports, Services and Policies



### Immediate, Urgent, or Emergency Support

If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts @ <http://camosun.ca/about/mental-health/emergency.html> or <http://camosun.ca/services/sexual-violence/>

### College Services

Camosun offers a variety of health and academic support services, including counselling, dental, disability resource centre, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit the **STUDENT SERVICES** link on the College website at <http://camosun.ca/services/>

### College Policies

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of College policies. Policies are available on the College website at <http://camosun.ca/about/policies/>. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Standards for Awarding Credentials, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, Student Appeals, Student Conduct, and Student Penalties and Fines.