

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**

COMP 040 S19 - Intermediate Computer Studies

COURSE OUTLINE – Fall 2019

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: bennetti@camosun.bc.ca, 250-370-3675
- (c) Class hours: Thursday, 9:00 – 11:50 at Bridges at WorkLink Sooke

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. Grading System

(If any changes are made to this part, then the Approved Course description must also be changed and sent through the approval process.)

(Mark with "X" in box below to show appropriate approved grading system – see last page of this template.)

- Standard Grading System (GPA)
- Competency Based Grading System

7. Recommended Materials to Assist Students to Succeed Throughout the Course

8. 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/get-support.html#urgent>

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/>

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.

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

The following two grading systems are used at Camosun College:

1. Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

2. 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.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.