Welcome to Camosun College!

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

School of Access – Community Learning Partnerships Department

COMP 030 – Fundamental Computer Studies

COURSE OUTLINE   *Fall 2020*

The Approved Course Description is available on the College website
http://camosun.ca/learn/calendar/current/web/comp.html

1. Instructor Information

(a)	**Instructor**	Karen Lightbody
(b)	**Office hours**	By appointment
(c)	**Location**	online
(d)	**Phone**	250-370-3675
(e)	**E-mail**	lightbodyk@camosun.ca

2. Course Content and Schedule

This is an online course with no set meeting time. Please contact your instructor for more information.

The course is designed to be completed in one term. However, it can be completed sooner, depending on several factors including the student's beginning level of computer skills, motivation, learning rate, and how much time they can study. Students can work on the modules in whatever order they choose, but they should focus on completing assignments and quizzes as they work through a module.

3. Intended Learning Outcomes

On completion of the course, students will be able to:

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/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
- Send and receive email including attachments

4. Required Materials

A. Headphones

Supplementary Materials

B. Pen and paper

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 (Weighting)

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

6. 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.

7. 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/

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.