



COURSE OUTLINE

COMP 030 Computer Fundamentals Fall 2020

Instructional Team

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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.

Learning Outcomes Checklist

Upon successful completion of this course students will be able to demonstrate the following skills:

Basic Knowledge of Computers

- list the basic parts of a computer system (monitor, keyboard, mouse, USB drive, hard disk drive and printer)
- start and shut down a computer system, including logging onto and off of a computer with a personal user account
- 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 or other device to point and select objects
- demonstrate the ability to operate a printer (power on, load paper and print)

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

Electronic Communication

- 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
- Describe practices for protecting privacy
- Describe ways of verifying the accuracy of information found online
- Send and receive email including attachments
- Use D2L to navigate and contribute to current courses

Delivery

This course is being offered through both on-line and in-person components. During the COVID-19 pandemic risks associated with face to face contact are changing and uncertain. Therefore, students will be able to complete this course completely through distance learning. Students entering this course may not have the skills to learn using a computer based learning platform; so, face to face learning opportunities will be offered when risk levels are low. These will be optional.

Schedule

Comp 030 is outlined in green. Synchronous learning may occur during these times. Help is available during class times and during office hours.

	Monday	Tuesday	Wednesday	Thursday	Friday			
9:00 – 9:45	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours			
10:00 - 12:00		ETP 010	ETP 030	ETP 010		ETP 030		
12:00 - 1:00	Break					ETP 030 Work Exp		
1:00 - 3:00	Office Hours	COMP 030	ETP 030 Lab	COMP 030		ETP 030 Lab	COMP 030	ETP 030 Lab
3:00 – 4:00		Office Hours	Office Hours	Office Hours				
ETP 010	Life, Learning and Work (Tuesday, Wednesday and Thursday 10:00 – 12:00)							
ETP 030	Customized Employment Training (Tuesday to Friday 10:00 – 3:00)							
COMP 030	Computer Fundamentals (Tuesday, Wednesday and Thursday 1:00 – 3:00)							
Office Hours	These are good times to connect with us 1:1							

Important Dates

- September 7th Labour day
- September 8th Classes begin
- October 12th Thanksgiving (College Closed, no classes)
- November 11th Remembrance Day (College Closed, no classes)
- December 10th All assignments due
- December 10th Last class
- December 15-16th Exit interviews

Supports, Services and Policies

SEEK HELP If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.).

- <http://camosun.ca/about/mental-health/emergency.html>
- <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/>.

Competency Based Grading System

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.

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.