



CAMOSUN COLLEGE
School of Access
Employment Training and Preparation

COM 030 – Fundamental Computer Studies
Customized Employment Training
Fall 2020

COURSE OUTLINE

Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.

1. Instructor Information

a) Instructor

Jody Isaac

b) Office Hours

Email to arrange an virtual appointment

c) Location

Camosun.ca, Desire to Learn platform (D2L)

Jody Isaac's Office: Room 100A,* please note that students are required to ask permission to come to campus unless it's for prearranged classes

Jody will be working from her home office unless she have permission from the College to work on campus. You will find any updates on this information in the D2L website under the heading: Instructor: Jody Isaac

d) Phone

Office (250) 370-4610

e) Email

isaacj@camosun.ca, email is the preferred mode of communication

f) Website

<http://camosun.ca/learn/school/access/bios/isaac.html>

2. Intended Learning Outcomes

Course 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.

What You Will Learn:

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

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

1. 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

2. Send and receive email including attachments

***SPECIAL NOTE:** *These learning outcomes were designed for a face-to-face learning environment not an online learning environment. Online learning happens at a different pace, and in different ways. We have chosen to offer our ETP classes as synchronism classes (where we meet online to learn together), and so there will be a reduction of hours and learning activities to accommodate this new teaching and learning format. Please direct any questions to your instructor. Thank you for your understanding in these unprecedented times of change.*

3. Required Materials

- Ipad; ETP will supply you with one
- Internet access

4. Course Content and Schedule

(Can include: Class hours, Lab hours, Out of Class Requirements and/or Dates for quizzes, exams, lecture, labs, seminars, practicums, etc.)

A semester-specific schedule will be distributed on the first day of class and will be posted on D2L under tab labeled: Schedule

5. Basis of Student Assessment (Weighting)

Students will be evaluated on their participation during class discussions, participation during group activities, and their completion of assignments.

6. Grading System

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

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

- ✓ This class will take place online, you are required to participate during posted class times. These will be posted on D2L under tab labeled: Schedule
- ✓ Please use your ETP IPad to participate in classes as it has been preloaded to best support your learning;
- ✓ Please bring a positive attitude, including professional, mature behavior, to the teaching and learning environment.

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.

9. Competency-Based Grading System (Non GPA)

The grading system for this course 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.