CAMOSUN COLLEGE
School of Access
Employment Training and Preparation

COM 040 – Intermediate Computer Studies
Winter 2021

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
Mark Fournier,

b) Office Hours
Email to arrange an appointment using phone, Facetime or Blackboard Collaborate

c) Location
Camosun.ca, Desire to Learn platform (D2L)

Limited Face to Face instruction: Interurban. Portable A, Room 104

d) Phone
Office (250) 370-3839

e) Email
fournierm@camosun.bc.ca

f) Website
http://camosun.ca/learn/programs/employment-training-prep/

2. Intended Learning Outcomes

Course Description:
Computers are a part of daily life in personal, work and educational environments. Students in this ABE intermediate level computer course will explore the computer as a tool while developing self-confidence and competency with computer functions and uses. Students in this course will engage in fundamental word processing skills like keyboarding, editing, saving and printing. Students will also practice basic computer operations and file management. Building on their skills, students in this course will also practice sending e-mails and conducting web searches.

What You Will Learn:
Upon successful completion of this course a student will be able to:

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, trackpad and other pointing devices
- 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 and 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 and edit tab stops, tables, columns, page and section breaks

E. Electronic Communications
- browse and search the Internet
- send and receive email with file attachments
- recognize security problems associated with the internet

F. Options
- import information from other sources such as graphs, graphics, spreadsheets, databases and the Internet
- perform basic spreadsheet and database operations
- prepare and deliver a presentation using a computer
- demonstrate the ability to participate in an online course
- identify workspace ergonomics

Identify software maintenance issues (software updates and patches, deleting browser cache and history files, defragmenting hard drives, backing up important files, etc.)

*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.*

3. **Required Materials**

- IPad; Camosun will supply you with one
- Internet access

4. **Course Content and Schedule**

Learning in this course is integrated with your other courses. Please refer to your other courses for times. Computer help is available for an hour before each class. Please reach out to your instructors using email, iMessage or the phone if you need assistance. Please note that 1:1 assistance is limited during class times.

5. Basis of Student Assessment (Weighting)

Students will be evaluated on their demonstration of course outcomes during other course work and computer help sessions.

6. Grading System

☐ Standard Grading System (GPA)

[x] 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.