

# COURSE SYLLABUS



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| COURSE TITLE:       | COMP 030 – Fundamental Computer Studies |
| CLASS SECTION:      | S20-Bridges for Women Society-Victoria  |
| TERM:               | 2021F                                   |
| COURSE CREDITS:     | Non-credit                              |
| DELIVERY METHOD(S): | Blended                                 |

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.  
Learn more about Camosun's [Territorial Acknowledgement](#).

For COVID-19 information please visit <https://legacy.camosun.ca/covid19/index.html>.

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*Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.*

## INSTRUCTOR DETAILS

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|         |                             |
|---------|-----------------------------|
| NAME:   | Karen Lightbody             |
| EMAIL:  | lightbodyk@camosun.ca       |
| OFFICE: | Ewing 203, Lansdowne Campus |
| HOURS:  | By appointment              |

*As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.*

## CALENDAR DESCRIPTION

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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.

PREREQUISITE(S):                      None

## COURSE LEARNING OUTCOMES / OBJECTIVES

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Upon successful completion of this course a student 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 favourites/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

This course meets the required learning outcomes for Fundamental Computer Studies as outlined in the BC ABE Articulation Handbook.

#### REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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1. Headphones

#### COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

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This class is expected to be a combination of online, blended and in-person instruction. In person drop in class: Wednesday 12:30-3:30; in person office appointment: Wednesday 9:00-12:00pm or by video chat/phone appointment arranged with instructor.

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced notice is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

#### EVALUATION OF LEARNING

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

| Module | Portfolio 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 email messages |

This course uses the Competency Based Grading System on students' successful completion of the course learning outcomes.

## COURSE GUIDELINES & EXPECTATIONS

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This is a self-paced course. Students have the flexibility to follow an individually-adaptable timeline to complete the learning outcomes and unit tests. The course is a combination of 3 online, blended and/or in-person hours per week with an expectation of studying another 2 hours per week. The course completion time will vary for each student, depending on a number of factors, including students' current level of computer skills, motivation, learning rate, and time devoted to study. Students have a responsibility to work hard, attend class and/or meetings, and ask for support when needed.

## SCHOOL AND DEPARTMENTAL INFORMATION

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Community Learning Partnerships (CLP), a department of the School of Access, brings education to community-based sites to make it easier for students to begin or return to learning in a less intimidating place than on the college campus. Students can build or refresh their skills to meet admission requirements and be successful in other college programs. Students learn in a comfortable environment with other adults who share similar backgrounds and get help from friendly and compassionate Camosun instructors and staff. Community Learning Partnerships department: <http://camosun.ca/learn/school/access/community-partnerships/index.html>.

## STUDENT RESPONSIBILITY

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Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

## SUPPORTS AND SERVICES FOR STUDENTS

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Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

| Support Service                     | Website   |
|-------------------------------------|---|
| Academic Advising                   | <a href="http://camosun.ca/advising">http://camosun.ca/advising</a>                       |
| Accessible Learning                 | <a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a> |
| Counselling                         | <a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>                 |
| Career Services                     | <a href="http://camosun.ca/coop">http://camosun.ca/coop</a>                               |
| Financial Aid and Awards            | <a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>               |
| Help Centres (Math/English/Science) | <a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>               |
| Indigenous Student Support          | <a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>                   |
| International Student Support       | <a href="http://camosun.ca/international/">http://camosun.ca/international/</a>           |

| Support Service           | Website   |
|---------------------------|---|
| Learning Skills           | <a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>       |
| Library                   | <a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a> |
| Office of Student Support | <a href="http://camosun.ca/oss">http://camosun.ca/oss</a>                             |
| Ombudsperson              | <a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>                       |
| Registration              | <a href="http://camosun.ca/registration">http://camosun.ca/registration</a>           |
| Technology Support        | <a href="http://camosun.ca/its">http://camosun.ca/its</a>                             |
| Writing Centre            | <a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a>       |

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

### Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

### Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

### Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

### Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

### Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the “Attendance” section under “Registration Policies and Procedures” (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

### Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun’s Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student’s right to choose what is right for them. For more information see Camosun’s Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-3703841

### Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College’s Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College’s expectations of academic integrity and student behavioural conduct.

**Changes to this Syllabus:** Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.