

# COURSE SYLLABUS



COURSE TITLE: Fundamental Computer Studies

CLASS SECTION: COMP 030 BX02

TERM: Fall 2021

For COVID-19 information please visit <https://legacy.camosun.ca/covid19/index.html>. [Territorial Acknowledgement](#).

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](#).

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*Camosun College requires that you attend the first class of each course or that you are in touch with the instructor.*

## INSTRUCTOR DETAILS

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NAME: **Mark Fournier**

EMAIL: [fournierm@camosun.bc.ca](mailto:fournierm@camosun.bc.ca)

OFFICE: Portable A, Room 102A

HOURS: Available before and after class and by appointment.

NAME: **Mayu Toyoda**

EMAIL: [toyodam@camosun.bc.ca](mailto:toyodam@camosun.bc.ca)

HOURS: Available before and after class and by appointment. Teaching on Thursdays

*As your course instructors, we endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with us. 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.

## COURSE LEARNING OUTCOMES / OBJECTIVES

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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 (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)

## 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/bookmarks
- 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

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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Computers are available for student use at the college.

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

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This course is taught as a companion course for other ETP courses (such as ETP 010 or ETP 020). The learning outcomes will be taught, practiced and demonstrated while engaging in learning activities for the companion course. Extra 1:1 help is available Tuesdays and Thursdays from 9:00 to 9:50, during office hours and by appointment.

## EVALUATION OF LEARNING

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Students are responsible for demonstrating their learning towards course outcomes. All evaluations can be tailored to suit your learning needs and abilities.

DESCRIPTION	WEIGHTING
Learning plan, log and reflection	20
Course Progress Checklist	20
Basic Computer use Rubric	20
Information Technology Use Rubric	20
Self-assessment	20
	<b>TOTAL</b>
	100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.  
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

## COURSE PROGRESS CHECKLIST

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In this course computer skills are developed alongside learning activities for other ETP courses. Please use the checklist below to keep track of your progress through this course. Seek help during class time or during the computer help time in order to complete these tasks.

I have completed the following tasks and have demonstrated my learning to the instructor:

- Logged on to a Camosun Computer and created a new secure password
- Logged onto My Camosun and....
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  -
- Created or accessed a web-based email account and sent an email to my instructor.
- Received an email reply from my instructor
- created a new word processing document
- saved a document to a storage drive
- opened and edited an existing document
- searched for reliable information on the web
- copy and pasted information from the web to a word document
- used editing tools, such as a spell checker, styles, and thesaurus
- shared document as an email attachment
- printed a document
- Filled out an online form
- Created a file management system to easily retrieve files
- Backed up important files to a portable drive or cloud server.
- Searched for material at the Camosun Library
- Logged on to services such as D2L and Collaborate.

**Instructor Notes and Comments:**

# Dynamic Evaluation Rubric

## BASIC COMPUTER USE

	<b>Not Yet</b> Has not yet demonstrated learning in this area.	<b>Developing Readiness</b> Addressing barriers to learning	<b>Developing Skills</b> Working with teacher to learn and practice basic skills	<b>Building Confidence</b> Practicing independently Seeking feedback as needed.	<b>Mastery</b> Seeks opportunities to apply skills beyond expectations	<b>Student Self-assessment</b>	<b>Instructor (s)</b>
<b>logging on/off devices and services</b>	0 1 2 3 4 5 6 7 8 9 10					/10	/10
	Not yet engaging with computers	Taking steps to work though barriers to computer use	Can log on and off Device and My Camosun.	logs on and off a variety of devices and services	Has system for creating and keeping track of usernames and passwords	Comments:	
<b>Opening and closing programs</b>	0 1 2 3 4 5 6 7 8 9 10					/10	/10
	Not yet opening and closing programs	Taking steps to work though barriers to computer use.	Can open and close apps and programs.	Opens and closes a variety of apps and programs on several devices	Can install and delete new programs or apps.	Comments:	
<b>Saving work file management</b>	0 1 2 3 4 5 6 7 8 9 10					/10	/10
	Not yet saving files	Taking steps to work though barriers to computer use	Can save and retrieve files	Files are organized in a Folder system for easy navigation.	Has developed a system for organizing and backing up files	Comments:	
<b>Printing</b>	0 1 2 3 4 5 6 7 8 9 10					/10	/10
	Not yet printing	Taking steps to work though barriers to computer use	Can print a document on a networked printer.	Can use functions such as colour and double-sided printing,	Can load paper and toner. Can clear a paper jam.	Comments:	
<b>Comments:</b>						/40	/40
						/20%	/20%

# Dynamic Evaluation Rubric

## INFORMATION TECHNOLOGY USE

	<b>Not Yet</b> Has not yet demonstrated learning in this area.	<b>Developing Readiness</b> Addressing barriers to learning	<b>Developing Skills</b> Working with teacher to learn and practice basic skills	<b>Building Confidence</b> Practicing independently and seeking feedback as needed.	<b>Mastery</b> Seeks opportunities to apply skills beyond expectations	<b>Student Self-assessment</b>	<b>Instructor (s)</b>
<b>Web Searches</b>	0 1 2 3 4 5 6 7 8 9 10					/10	/10
	Not yet engaging with computers	Taking steps to work though barriers to computer use	Can open a browser and use a search engine to find information.	Uses search filters and bookmarks to aid in web navigation	Able to assess the reliability of different search results	Comments:	
<b>Sending and receiving email</b>	0 1 2 3 4 5 6 7 8 9 10					/10	/10
	Not yet opening and closing programs	Taking steps to work though barriers to computer use.	Can send, receive, reply and forward an email.	Has attached a file to an email. Has opened an email attachment.	Has created folders for organizing emails	Comments:	
<b>Internet security and safety</b>	0 1 2 3 4 5 6 7 8 9 10					/10	/10
	Not yet saving files	Taking steps to work though barriers to computer use	Can identify private information. Can create an effective password	Uses secure passwords and usernames.	Can identify and use secure websites.	Comments:	
<b>Using web-based forms and services</b>	0 1 2 3 4 5 6 7 8 9 10					/10	/10
	Not yet accessing web-based forms and services	Taking steps to work though barriers	Can find and reserve a library book. Can access an on-line form	Can filled out an online form.	Can access services using apps and webpages?	Comments:	
<b>Comments:</b>						/40	/40
						/20%	/20%

### COURSE GUIDELINES & EXPECTATIONS

Students are expected to be responsible for the following:

- Following all health and safety rules and procedures.
- Attend all classes and labs and actively engage in learning. Should it be necessary to miss a class, students should provide notice to this instructor. It is the student's responsibility to catch up on anything that may have been missed (e.g. important announcement or assignments).
- Demonstrate learning and ask for help when needed.

## 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>
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

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### 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.