



COURSE OUTLINE

The calendar description is available on the web @ <http://camosun.ca/learn/calendar/current/web/comp.html>

Ω 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	Guenter Kiechle
(b) Office hours	by appointment (via E-mail)
(c) Location	Ewing 316, Lansdowne Campus
(d) Phone	tba Alternative: _____
(e) E-mail	KiechleG@camosun.bc.ca (preferred method of communication)
(f) Website	Use D2L course site

2. Course Objectives

Students will obtain a solid foundation in general computer concepts and a practical exposure to the computer. Topics include computer terminology and environment, computer applications and usage as well as a brief introduction to programming. Some sections designated for particular programs will include examples relevant to those programs.

1. The learner will understand computer concepts
2. The learner will develop introductory skills to solve information problems using productivity software and Web languages

3. Intended Learning Outcomes

Upon successful completion of this course, a student will be able to:

- Use typical computing applications, e.g. file system, word processor, spreadsheet, desktop, database and email;
- Identify and discuss issues involving the implications and effects on society of computing;
- Use commands of typical operating systems/environments;
- Identify and use typical computing vocabulary and standards;
- Use local area and wide area network services for accessing file servers and other computer systems;
- Use information search and retrieval strategies across the Internet;
- Describe the basic components (hardware and software) of a microcomputer;
- Identify the basic concepts of computer programming languages; and
- Prepare simple web sites using HTML and scripting.

4. Required Materials

D is for Digital, Brian W. Kernighan, ISBN 9781463733896

5. Course Content and Schedule

See online lecture and lab schedule on CAMLINK
See online schedule of events on the course site in D2L

6. Basis of Student Assessment (Weighting)

(a) Assignments	25%	lab assignments
	5%	homework assignments
(b) Quizzes	5%	D2L quizzes
	5%	in-class quizzes
(c) Exams	20%	midterm
	35%	final
(d) Other	5%	participation and attendance

7. Grading System

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

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.

A. GRADING SYSTEMS <http://www.camosun.bc.ca/policies/policies.php>

The following two grading systems are used at Camosun College:

1. Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

2. Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

Grade	Description
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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.

B. Temporary Grades

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.