

COURSE SYLLABUS



COURSE TITLE: COMP156 - Computer Concepts
CLASS SECTION: 003A/003B
TERM: Fall 2021
COURSE CREDITS: 3
DELIVERY METHOD(S): Lecture, Lab

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən 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>.

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

NAME: Guenter Kiechle
EMAIL: kiechleg@camosun.bc.ca
OFFICE: Ewing 308
HOURS: Tuesdays from 2pm to 3pm; additional hours by appointment if required

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

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.

PREREQUISITE(S): One of C in English 11 or C in Camosun Alternative, C in ENGL 130, C in ELD 072 and ELD 074
CO-REQUISITE(S): None
EXCLUSION(S): None

COURSE LEARNING OUTCOMES / OBJECTIVES

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.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

- Understanding the Digital World, 2nd Edition, by Brian W. Kernighan, ISBN 978-0-691-21910-3, available at the Camosun Bookstore, see https://www.camosuncollegebookstore.ca/buy_book_detail.asp?pf_id=10591109
- Materials on the D2L course page: presentation slides for lectures, lab assignment instructions for labs, etc. see <https://online.camosun.ca/d2l/home/204740>

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

The content of lectures is organized around the three parts of the textbook:

- Introduction and Hardware (3 weeks)
- Software (4 weeks)
- Communications (7 weeks)

Topics of the labs will include file management, word processing, spreadsheets, presentation software and web pages with HTML and JavaScript

Please see lecture and lab schedule at <http://my.camosun.ca> for detailed information about class hours and locations. Please consult the calendar tool in D2L frequently for any updates.

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

Part	Week #	Lecture topic	Lab topic
HW	Week 1	Introduction	Lab 0 - Intro
	Week 2	Whats Is a Computer?	Lab 1 Word
	Week 3	Bits, Bytes and Representation of Information	Lab 2 - Word & Inside the CPU
SW	Week 4	Algorithms & Inside the Processor	Lab 3 - Inside the CPU
	Week 5	Programming	Mid-term 1
	Week 6	Software Systems	Lab 4 - Word
	Week 7	Learning to Program	Lab 4- Word, JavaScript Demos
NET	Week 8	Networks	Lab 5 - Powerpoint
	Week 9	The Internet	Mid-term 2
	Week 10	The World Wide Web	Lab 6 - Excel, Powerpoint presentations
	Week 11	Data and Information	Lab 7 - Excel
	Week 12	Artificial Intelligence and Machine Learning	Lab 8 - HTML
	Week 13	Privacy and Security	Lab 9 - HTML
	Week 14	Selected Topics, Review	

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

DESCRIPTION	WEIGHTING
Lab assignments	25%
Mid-term exam 1	20%
Mid-term exam 2	20%
Final exam	30%
Attendance and participation	5%
	TOTAL
	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 GUIDELINES & EXPECTATIONS

Lecture and Lab Attendance

To get the most out of this course, students are expected to attend all classes and be on time. It is your responsibility to acquire all information given during a class missed, including notes, hand-outs, changed exam dates etc.

Late Assignments and Minimum Requirements

All assignments must be handed in by the time indicated. Late assignments are subjected to penalties, except by the instructor's prior written permission or in the presence of a dire and documented short-term medical or family emergency.

Students must achieve

- a minimum average of 50% on labs assignments and
- a minimum average 50% on the final exam

to pass the course.

No leaving during any examination before the first half of the exam period unless an accommodation in place.

SCHOOL OR DEPARTMENTAL INFORMATION

Supplemental department policies:

Grade review: You have 7 days after marks are posted to review with your instructor.

Academic Integrity Violations:

- 1st violation: minus the weight of the deliverable and a note on your departmental file.
- 2nd violation: F in the course
- 3rd violation: Student Conduct Policy E-2.5 is applied

Missed Examinations/Quizzes: If a student misses a quiz, project or an exam, a mark of zero will be assigned unless there are extenuating circumstances. You must provide a note from a medical practitioner (Doctor, Nurse, Psychologist, Counsellor, etc.) In such cases, the proportion of grade assigned to the missed quiz or exam will be added to the proportion assigned to the final exam. The final exam will be held during exam week. NO consideration will be given to any student wishing to write the exam at any other time than that assigned.

Electronic Devices: The school's policy regarding electronic devices is that any student who has a cell phone or other unauthorized electronic device (ie. iPad, laptop, playbook, etc.) on their person or around their desk during an exam will be guilty of cheating and will a grade of "F" for the course.

STUDENT RESPONSIBILITY

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

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	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

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. To contact the Office of Student Support: 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.