



Basic Computer Skills – COMP 001 Access Education/Upgrading for Academic and Career Entry

Course Outline

COURSE IMPLEMENTATION DATE: April 2018
OUTLINE EFFECTIVE DATE: April 2018
COURSE OUTLINE REVIEW DATE: September 2023

GENERAL COURSE DESCRIPTION:

This course is designed to help students gain the knowledge and confidence needed to perform basic computer skills. Computers are an important part of education, work, and personal life. In today's tech-centric world, almost everyone needs at least basic computer skills. Computers touch most employment and nearly every education scenario. Basic computer skills, from using the mouse and keyboard to using the internet, are necessary to succeed in almost any job or college setting.

Program Information: This course is a non-credit course designed to prepare students for future college studies.

Delivery: This course is delivered in a directed studies format with continuous intake.

COTR Credits: None

Hours for this course: 45 hours

Typical Structure of Instructional Hours for online:

Instructional Activity	Duration
Lecture Hours	
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience	
Other Contact Hours	45
Total	45

Typical Structure of Instructional Hour for directed study

Type of Practicum	Duration
On-the-Job Experience	N/A
Formal Work Experience	N/A
Other	N/A
Total	N/A

Other Contact Hours:

- Directed Studies

Course Outline Author or Contact:

Denise Regina, BEd, CACE

Signature

APPROVAL SIGNATURES:

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Department Head Signature

Dean Signature

EDCO

Valid from: April 2018 – September 2023

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: N/A

Corequisites: N/A

Flexible Assessment (FA):

Credit can be awarded for this course through FA Yes No

Transfer Credit: For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Student should also contact an academic advisor at the institution where they want transfer credit.

Prior Course Number: N/A

Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks required resources were in use:

- Internet
- Up-to-date Computer with Windows 10 and Microsoft Office 2016
- Access to personal and/or College computers

Using: www.Wisc-Online.com Massive Open Online Course (MOOC)

Please see the instructor's syllabus or check COTR's online text calculator <http://go.cotr.bc.ca/tuition/tCalc.asp> for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

Upon the successful completion of this course, students will be able to

- operate basic computing devices, eg. mouse, keyboard;
- navigate Windows operating system;
- recognize how to input data;
- understand how to create documents;
- demonstrate basic email functions;
- execute and manage filing system;
- use the Internet and social media;
- safely manage personal data;
- navigate learning management systems; and
- confidently use college information systems.

COURSE TOPICS:

- Getting Started (Navigation Tutorial)
- Use Computing Devices
- Navigate a Windows Operating System
- Use a Keyboard Effectively
- Create Documents Using Word Processing Software
- Demonstrate Basic Email Functions
- Perform Basic File Management Techniques
- Use the Internet
- Explore Social Media
- Manage Personal Data

OPTIONAL COURSE TOPICS:

- Create Power Point Presentations
- Understand Online Apps
- Researching Online
- Organize Documents using Cloud
- Own choice of exploratory discovery

See instructor syllabus for the detailed outline of weekly readings, activities and assignments.

EVALUATION AND ASSESSMENT:

Evaluation and Assessment:
Course grades will be assigned as follows: Computer Skills 001 is a Non-Credit course. NCC will appear on student transcripts after four weeks. Exercises assigned in class will be marked in class for student information only.

Please see the instructor for specific classroom policies related to this course, such as use of electronic aids.

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor endeavours to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.