



Introduction to Computers – COMP 060

Upgrading for Academic Career Entry

Course Outline

COURSE IMPLEMENTATION DATE: August 2004
OUTLINE EFFECTIVE DATE: September 2023
COURSE OUTLINE REVIEW DATE: March 2028

GENERAL COURSE DESCRIPTION:

This course is an introduction designed for students who are new to computers. The course covers a range of skills, from learning how to turn on the computer and use the mouse, to producing documents in Microsoft Word. Students will also learn how to search the Internet and use email.

Program Information: This course is delivered through the Fundamental directed studies program and is designed for students to work at their own pace within the instructional guidelines of the Adult Upgrading program.

Students are allowed 10 weeks to successfully complete all course activities.

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

Hours for this course: 30 hours

Typical Structure of Instruction:

Instructional Activity	Duration
Lecture Hours	
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Other Contact Hours	30
Total	30

Practicum Hours (if applicable): N/A

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:

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Signature

APPROVAL SIGNATURES:

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EDCO

Valid from: September 2023 – March 2028

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:**Prerequisites:** None**Corequisites:** None**Flexible Assessment (FA):**

Credit can be awarded for this course through FA

 Yes No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio, Challenge Exam. Contact an Education Advisor for more information.

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

Students 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 were in use:

Wang, Meizhong. *Key Concepts of Computer Studies*. BC Campus, 2020. Ebook ISBN: 978-1-77420-085-8. Print ISBN: 978-1-77420-084-1

Stolins, Russel. *Welcome to the World of Computers*. 4th ed. Labyrinth Learning™, 2014. ISBN: 13: 978-159136-525-9

Murphy, Jill. *Welcome to Microsoft Office 2016*. Labyrinth Learning™, 2017. ISBN: 13: 978-159136-970-7

Resources: Students may use the computers in the Fundamental classroom. Extra practice exercises are available.

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

LEARNING OUTCOMES:

The outcomes of this course meet and are consistent with the outcomes prescribed for Computer Studies: Fundamental Level in the Adult Basic Education in British Columbia Colleges – An Articulation Handbook. <http://www.aved.gov.bc.ca/abe/handbook.pdf>

Upon the successful completion of this course, students will be able to demonstrate the following core skills:

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

- print a document
- use editing tools such as a spell checker or thesaurus

D. Electronic Communication

- internet
- use favorites/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

E. Options

- Identify software maintenance issues
 - complete software updates and patches
 - deleting browser cache and history files
 - back up important files
- Internet
 - evaluate the accuracy, relevance, appropriateness, and bias on electronic information sources, such as Wikipedia, YouTube identify the potential consequences of disclosing personal information on-line
 - access online student record information
- Social Networking
 - identify and discuss the benefits and dangers of social networking such as chat rooms, instant messaging, Twitter, Facebook.)
 - increase knowledge and real-world technical skills by using social networking technology
- E-commerce
 - explain advantages and disadvantages of selling and buying on the Internet
 - list steps involved in making an on-line purchase (print and save proof of transactions; archive and print emails)
 - create a checklist of questions to ask before making an on-line purchase (e.g., reliability of supplier, shipping and handling, delivery times, warranty information, return policy, Canada customs, privacy policies, business practices record)
 - list security indicators for on-line credit cards, PayPal, and other online payment forms
 - investigate online banking options
 - navigate websites to plan a trip: book a flight, hotel and/or a car rental.
- File Management
 - create, name, and organize folders and files
 - identify file types and sizes
 - perform file backups
- Ergonomics
 - Be aware of workspace ergonomics

- Digital Photography
 - transfer and organize pictures from a digital camera to the computer
 - manipulate and improve basic digital images
 - build and manage photos on a photo sharing site, such as DropBox or FaceBook
 - send images via Email

- Communication
 - use online synchronous communication tools, such as Skype, Google+ Hangouts, ooVoo, Zoom or Teams

EVALUATION AND ASSESSMENT:

Assignments
To progress in this course, students must demonstrate a satisfactory level of achievement in all core topics.

Please see the instructor’s syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments, and use of electronic aids.

EXAM POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of “0” for the exam.

COURSE GRADE:

Course grades are assigned as follows:

COM	Completed to Defined Standard
NCG	No Credit Granted

In order to receive credit for COMP 060, the student must complete the listed core outcomes identified for the course. Once the outcomes have been met, the student will receive a grade of COM (complete).

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.