



COMP-001 – Basic Computer Skills

College Preparation and Upgrading

Effective Term & Year: Fall 2022

Course Outline Review Date: 2023-09-01

Program Area: Upgrading for Academic and Career Entry

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 Methods: Directed/Guided Studies

Credit Type: ABE Credits

Credits: 0

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	45
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	
Co-op/Work Experience	

Other

Total	45
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Course Requisites:

None

Flexible Assessment: No**Course Transfer Credit:**

For information about receiving transfer credit for courses taken at either British Columbia or Alberta institutions, please see <https://www.bctransferguide.ca/> or <https://transferalberta.alberta.ca> . For more transfer credit information, please visit <https://www.cotr.bc.ca/Transfer>

All requests for course transfer credit from institutions in British Columbia or elsewhere should go to the College of the Rockies Enrolment Services office.

Textbook 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 <https://textbook.cotr.bc.ca/> 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 Assessments

Assessment Type: Directed/Guided Studies

Assessment Type

**% of Total
Grade**

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.

Exam Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a "0" on the exam.

Academic Policies:

College of the Rockies policies related to courses can be found at <https://cotr.bc.ca/about-us/college-policies/> and include the following:

- Policy 2.4.3 Students with Documented Disabilities
 - Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
 - Policy 2.5.8 Academic Performance
 - Policy 2.5.3 Grade Appeal
 - Policy 2.4.9 Student Concerns Re Faculty
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Course Changes:

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.