



COMP-060 – Introduction to Computers

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 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 should 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 rates within the instructional guidelines of the Adult Upgrading program.

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

Delivery Methods: Directed/Guided Studies

Credit Type: ABE Credits

Credits: 3

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	30
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	

Co-op/Work Experience	
Other	
Total	30

Course Requisites:

None

Flexible Assessment: Yes

In some cases students may be able to apply for recognition of prior learning outside the classroom. This flexible assessment process provides equivalent course credit. It is a rigorous process that may include external evaluation, worksite assessment, demonstration, standardized test, self-assessment, interview, products/portfolio, and challenge exam, or other measures as appropriate. Tuition fees apply. Contact an education advisor for more information.

Course Transfer Credit:

For information about receiving transfer credit for courses taken at other BC institutions, please see <http://www.bctransferguide.ca>. All requests for course transfer credit from institutions in BC or elsewhere should go to the College of the Rockies Enrollment 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 were in use:

Stolins, Russel. *Welcome to the World of Computers*. 5th ed. Labyrinth Learning™, 2014. ISBN: 13: 978-159136-652-2. ,

Murphy, Jill. *Welcome to Microsoft Office 2013*. Labyrinth Learning™, 2014.

ISBN: 13: 978-159136-659-1.

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:

1. 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
- demonstrate the ability to start and close a program
- describe some common uses of computers in society
- use a mouse/pointing device
- demonstrate the ability to operate a printer (power on, put on line/off line and load paper)

2. Word Processing

- create a new word processing document
- edit a document
- save a document to a storage drive
- print a document
- retrieve a document
- use tools such as a spell checker or thesaurus

3. Electronic Communication

- internet
- favorites/bookmark bar
- online forms
- searches
- send and receive email including attachments

4. Options

1. Ergonomics

- identify workspace ergonomics conditions

2. Identify software maintenance issues

- complete software updates and patches
- delete browser cache and history files
- defragment hard drives
- back up important files

3. Keyboarding

- use correct touch typing techniques and procedures for letters but not for top row numbers/symbols
- achieve an adjusted typing speed of 10 wpm

4. Internet

- examine the Internet from a security perspective
- identify the potential consequences of disclosing personal information on-line
- evaluate the accuracy, relevance, appropriateness, and bias on electronic information sources such as You Tube.
- fill in on-line forms

5. Social Networking

- identify and discuss the benefits and dangers of social networking (chat rooms, instant messaging, Twitter, Facebook.)
- increase knowledge and real-world technical skills by using social networking technology

6. 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.

7. On-line services

- use library websites to search for, request, and renew books and other resources

8. File Management

- create and name folders and files to organize images
- describe the differences between file types and sizes
- perform file backups

9. 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
- send images via Email

10. Communication

- describe online synchronous communication (such as Skype or Google+ Hangouts)

Course Topics:

- Basic Knowledge of Computers
- Word Processing
- Electronic Communication

Options:

- Ergonomics
- Identify software maintenance issues
- Internet
- Social Networking
- E-commerce
- On-line services
- File Management
- Digital Photography
- Communication

Evaluation and Assessments

Assessment Type: Directed/Guided Studies

Assessment Type	% of Total Grade
To progress in this course, students must demonstrate a satisfactory level of achievement in all core topics.	100%

Pass requirements: None

Evaluation Notes Comments:

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).

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.