COLLEGE OF
THE ROCKIES

COMP-060 – Introduction to Computers

College Preparation and Upgrading

Effective Term & Year: Fall 2023
Course Outline Review Date: 2028-03-01

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 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 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 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 Columba 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 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:

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

Course Topics:

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 –
https://www.bctransferguide.ca/wp-content/uploads/2022/08/abeguide2223.pdf

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%

Grade Scheme

Competency Grade Scheme

COM	NCG
Completed to the minimum defined standard	No credit granted – less than minimum defined standard

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

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.