



COMP-060 – Introduction to Computers

College Preparation and Upgrading

Effective Term & Year: Fall 2025

Course Outline Review Date: 2030-03-01

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

Prior Learning and Recognition: Yes

Students are able to request formal recognition of their prior learning or experience outside the classroom. Challenge examination, portfolio-assisted assessment, work-based assessment or a combination of assessments that is appropriate to identify, assess, and recognize prior skills, competencies, and knowledge to achieve course credit. Tuition fees apply, refer to Policy [2.5.5 Prior Learning Assessment and Recognition \(PLAR\)](#) or 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 Columbia or elsewhere should go to the College of the Rockies Enrollment Service office.

Textbook Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbook was 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

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:

These learning outcomes come from the 2024-25 edition of the ABE Articulation Handbook under Computer Studies: Fundamental Level, located at
<https://www.bctransferguide.ca/transfer-options/adult-basic-education/past-abe-guides/>

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

A. Basic Knowledge of Computers

- Describe some common uses of computers in society
- Identify healthy computer workspace practices (e.g., ergonomics, eye health, screen time)
- List the basic parts of a computer system (e.g., system unit, monitor, keyboard, mouse, USB drive, storage drive)
- Start and shut down a computer system, including logging off a public computer
- Use a mouse, pointing device, or touch pad
- Manage computer applications (e.g., start, close, maximize, minimize, move, resize)
- Create a folder and demonstrate basic file management skills
- Back up important files
- Operate a printer (e.g., power on, load paper, print)
- Update operating system and applications

B. Keyboarding

- Use correct touch-typing techniques and procedures for letters only
- Achieve an adjusted typing speed of 10 wpm

C. Word Processing

- Create a new word processing document
- Open and edit an existing document
- Format a document using basic tools (e.g., font, size, colour)
- Adjust view options (e.g., zoom, page display, ruler)
- Save a document in a specific location
- Print a document
- Use editing tools (e.g., spell check, grammar, thesaurus)

D. Electronic Communication

- Access the Internet using a web browser
- Search the Internet using a search engine
- Recognize a URL
- Create a bookmark
- Fill in online forms
- Send and receive email (e.g., open, download and attach files)
- Identify security problems associated with Internet (e.g., passwords, multi-factor identification, online shopping and banking, malware, phishing scams, suspicious file attachments)
- Use online synchronous communication tools
- Identify best practices for electronic communication (e.g., etiquette and formatting for emails, online forums, chats)

E. Options

1. Internet and Social Networking

- Delete browser cache and history files
- Recognize the accuracy, relevance, appropriateness, and bias on electronic information sources, such as Wikipedia, YouTube
- Identify the potential benefits and risks of social networking (e.g., disclosing personal information online)

2. E-commerce

- Explain advantages and disadvantages of selling and buying on the Internet
- Identify best practices for making online purchases (e.g., reliability of supplier, shipping and handling, delivery times, proof of purchase, warranty information, return policy)

3. Digital Photography

- Transfer pictures from a device to a computer
- Apply basic editing techniques to digital images

Course Topics:

Basic Knowledge of Computers

Keyboarding

Word Processing

Electronic Communication

Evaluation and Assessments

Assessment Type: Directed/Guided Studies

Assessment Type	% of Total Grade
Activities	70%
Quizzes	30%
Total	100%

Grade Scheme

Competency Grade Scheme

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

Pass requirements: A grade of at least 60% is required on each evaluation and assessment component in order for the student to receive an overall passing grade for the course, grades will be expressed as “COM” (completed as defined standard) or “NCG” (no credit granted)

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 2.1.4 Course Audit
- Policy 2.4.1 Credential Framework
- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Rights, Responsibilities and Conduct

- Policy 2.4.8 Academic Performance
 - Policy 2.4.9 Student Feedback and Concerns
 - Policy 2.4.11 Storage of Academic Works
 - Policy 2.5.3 Student Appeal
 - Policy 2.5.5 Prior Learning Assessment and Recognition (PLAR)
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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.