

COURSE IMPLEMENTATION DATE:	January 1998
COURSE REVISED IMPLEMENTATION DATE:	September 2007
COURSE TO BE REVIEWED:	March 2011
(Four years after UPAC final approval date)	(MONTH YEAR)

OFFICIAL COURSE OUTLINE INFORMATION

Students are advised to keep course outlines in personal files for future use.
Shaded headings are subject to change at the discretion of the department and the material will vary - see course syllabus available from instructor

FACULTY/DEPARTMENT:	College and Career Preparation	
COMP 071		1.5
COURSE NAME/NUMBER	FORMER COURSE NUMBER	UCFV CREDITS
	Introduction to Computers (Part II)	
COURSE DESCRIPTIVE TITLE		

CALENDAR DESCRIPTION:

This course is an intermediate computer course that combines some computer theory background, Windows environment, introduction to spreadsheets, electronic communication, and intermediate topics in word processing. COMP 071 is designed for students in College and Career Preparation, preferably those who have taken COMP 061, but others may be admitted with permission of the CCP department. Note: Beginner students are advised to take COMP 061 before taking COMP 071.

PREREQUISITES: COMP 061 or CCP department permission
COREQUISITES:

SYNONYMOUS COURSE(S)	SERVICE COURSE TO:
(a) Replaces: _____ (Course #)	(Department/Program)
(b) Cannot take: _____ for further credit. (Course #)	(Department/Program)

TOTAL HOURS PER TERM:	45	TRAINING DAY-BASED INSTRUCTION
STRUCTURE OF HOURS:		LENGTH OF COURSE: _____
Lectures: 10 Hrs		HOURS PER DAY: _____
Seminar: Hrs		
Laboratory: 35 Hrs		
Field Experience: Hrs		
Student Directed Learning: Hrs		
Other (Specify): Hrs		

MAXIMUM ENROLLMENT:	20
EXPECTED FREQUENCY OF COURSE OFFERINGS:	at least two times a year
WILL TRANSFER CREDIT BE REQUESTED? (lower-level courses only)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
WILL TRANSFER CREDIT BE REQUESTED? (upper-level requested by department)	<input type="checkbox"/> Yes <input type="checkbox"/> No
TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE:	<input type="checkbox"/> Yes <input type="checkbox"/> No

AUTHORIZATION SIGNATURES:			
Course Designer(s):	CCP Computer Working Group	Chairperson:	Beverly Jones Redekop
Department Head:	Sue Brigden	Dean:	Karen Evans
UPAC Approval in Principle Date:		UPAC Final Approval Date:	Mar. 2, 2007

LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:

Upon successful completion of the course, it is expected that students will be able to:

1. use correct touch typing techniques and procedures
2. achieve an adjusted typing speed of 20 wpm
3. list the basic parts of a computer system (system unit, monitor, keyboard, mouse, disk devices, USB port, CD drive, and printer)
4. demonstrate the ability to properly start and shut down a computer system
5. demonstrate the ability to launch and terminate an application program
6. describe a memory device and its care
7. develop an appreciation of the evolution of computer technology and the range of applications in society
8. describe commonly used computer terminology and acronyms
9. describe the difference between hardware and software
10. demonstrate the use of the features of a mouse including left click, right click, and scroll
11. demonstrate the ability to operate a printer (power on, put online/offline, and load paper)
12. describe the basic operations of an Operating System (launching applications programs and managing system resources)
13. demonstrate the ability to correctly name and locate files and folders
14. demonstrate the ability to perform basic file operations using the operating system (copy, move, erase, and rename)
15. create a new word processing document
16. edit a document, including cutting and pasting text
17. print a document
18. save a document to a specified location
19. retrieve a document from a memory device or a specified location
20. use tools such as a spell checker or thesaurus
21. format a page using basic page layout properties (margins, justification, boldfacing, and line spacing)
22. demonstrate the ability to use help features and tutorials
23. create headers, footers, and page numbering
24. manipulate margins
25. create tables, columns, and page and section breaks
26. browse and search the Internet
27. send and receive email with file attachments
28. import information from other sources such as graphs, graphics, spreadsheets, databases, and the Internet
29. perform basic spreadsheet and database operations
30. prepare and deliver a presentation using a computer
31. demonstrate the ability to participate in an online course

METHODS:

Methods will vary with the instructor but may include lectures, group activities, individual tutoring, assignments, and lab activities.

Course evaluation will be based on achieving the course outcomes and improving skills as demonstrated through assignments, quizzes, timings, and participation.

PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):

Credit can be awarded for this course through PLAR (Please check:) ☐ Yes ☒ No

METHODS OF OBTAINING PLAR:

TEXTBOOKS, REFERENCES, MATERIALS:

[Textbook selection varies by instructor. An example of texts for this course might be:]

Microsoft Excel **2003** Brief by Elizabeth Eisner Reding

Microsoft Word **2003** Brief by Jennifer Duffy

Easy Computing for Seniors by F.K. Wood

Keyboarding Made Simple: Learn the Best Techniques for Keyboarding Like a Pro by L.E. Zeitz

SUPPLIES / MATERIALS:

Removable memory device (disk or memory stick)

STUDENT EVALUATION:

[An example of student evaluation for this course might be:]

Assignments and projects	25-35%
Keyboarding Skills	10-15%
Tests	15-25%
Midterm	15-20%
Final	20-30%

COURSE CONTENT:

[Course content varies by instructor. An example of course content might be:]

- A. Keyboarding
- B. Introduction to Computers
- C. Operating System
- D. Word Processing
- E. Electronic Communications