UNIVERSITY OF THE FRASER VALLEY

ORIGINAL COURSE IMPLEMENTATION DATE: September 2012
REVISED COURSE IMPLEMENTATION DATE: September 2017
COURSE TO BE REVIEWED: (six years after UEC approval) March 2023
Course outline form version: 09/15/14

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: COMP 091	**Number of Credits:** 3 Course credit policy (105)
Course Full Title Provincial-Level Computer Studies: Graphics and Publishing **Course Short Title (if title exceeds 30 characters):** Graphics and Publishing	
Faculty: Faculty of Access and Continuing Education	**Department:** Upgrading and University Preparation

Calendar Description:

This provincial-level computing course teaches intermediate to advanced computer skills in current online technologies, publishing, digital art, and graphics. Students will use their computer skills to develop problem solving and critical thinking skills as they apply computer applications.

Prerequisites (or NONE):	COMP 071 or equivalent. Note: Students should have basic English proficiency in order to be successful in this course.
Corequisites (if applicable, or NONE):	None
Pre/corequisites (if applicable, or NONE):	None

Equivalent Courses (cannot be taken for additional credit)

Former course code/number:

Cross-listed with:

Equivalent course(s):

Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.

Transfer Credit

Transfer credit already exists: ☒ Yes ☐ No

Transfer credit requested (OReg to submit to BCCAT):
☐ Yes ☒ No (if yes, fill in transfer credit form)

Resubmit revised outline for articulation: ☒ Yes ☐ No

To find out how this course transfers, see **bctransferguide.ca**.

Total Hours:90

Typical structure of instructional hours:

Instructor Lecture and Demonstration	10
Online tutorials	15
Laboratory hours	
Field experience hours	
Experiential (practicum, internship, etc.)	
Online learning activities and project work	65
Other contact hours:	
Total	**90**

Special Topics

Will the course be offered with different topics?
☐ Yes ☒ No

If yes, different lettered courses may be taken for credit:
☐ No ☐ Yes, repeat(s) ☐ Yes, no limit

Note: The specific topic will be recorded when offered.

Maximum enrolment (for information only): 24

Expected frequency of course offerings (every semester, annually, every other year, etc.): annually–alternate semesters

Department / Program Head or Director: Greg St. Hilaire	**Date approved:**	September 2016
Faculty Council approval	**Date approved:**	September 23, 2016
Campus-Wide Consultation (CWC)	**Date of posting:**	n/a
Dean/Associate VP: Dr. Sue Brigden	**Date approved:**	September 23, 2016
Undergraduate Education Committee (UEC) approval	**Date of meeting:**	March 24, 2017

Learning Outcomes

Because of the dynamic nature of technology today, students will be taught how to think through the processes involved in using computer applications so that they gain the confidence and knowledge to become life-long technology users. This provincial-level computer course will cover an overview of the following categories with a comprehensive study of the first three categories.

Upon successful completion of this course, students will be able to:

1. Current Technologies

a. search the web efficiently (text, images, videos) for material relevant to a specific inquiry
b. analyze websites critically for value, accuracy, potential malware, and bias
c. critically evaluate “crowd sourcing” sites as research tools, e.g. opinions on consumer products, travel, health issues, and political issues
d. identify privacy and security issues related to social networking and an online presence
e. effectively communicate with email utilizing address books, distribution lists, cc: and bcc: fields, attachments, effective subject lines, spam control
f. identify email examples of phishing and other online fraudulent activity
g. use folder (directory) management techniques for computer files, email, etc.
h. compare and contrast a variety of techniques, hardware, and software that can be used to back-up computer data
i. describe the importance of operating system and driver patches, and the processes by which these patches are downloaded and installed
j. describe anti-virus and anti-malware software, virus malware risks, scheduled scans, and automatic updates.

2. Publishing

a. organize and present a variety of text, graphic, and other data following appropriate design and layout procedures
b. use templates, wizards, and other productivity tools
c. merge documents and integrate tables, charts, and graphics
d. describe the various file formats used for text, graphics, and publication files
e. change file formats where possible
f. create, modify, and manipulate digital graphic images (e.g. scan, draw, paint)
g. retrieve a graphic/animation/sound file
h. apply correct typographic principles involving font selection, point size, justification, kerning, bullets, headers, and footers
i. generate cross references, footnotes, indexes, and tables of contents

3. Web Publishing

a. create web pages to present text, graphics, and other data using appropriate design and layout
b. use fonts, font sizes, headings, justification, and tables in a web page
c. use both a WYSIWYG editor and an HTML editor in the creation of web pages
d. recognize the various file formats used for text, graphics, sound, and animation
e. create, modify, and manipulate graphic images (e.g. resize, compress, crop, change format)
f. locate and retrieve files (graphics, animations, sounds) from the Internet
g. explain the implications of copyright and copyleft (e.g. GNU GPL, Creative Commons, etc.)
h. create hyperlinks on text and graphics
i. create internal (relative) and external (absolute) hyperlinks in a web page
j. create a navigation scheme to move between web pages on a web site
k. use accessibility features (e.g. alt text)
l. use meta tags (e.g. description, keywords, title)
m. use JavaScript in web pages
n. use Cascading Style Sheets (CSS)
o. use templates, wizards, and other productivity tools in the creation of web pages
p. create an image map

4. Graphics

a. acquire images using a scanner
b. operate a digital camera and/or camcorder
c. describe important specifications of a digital camera, including megapixels, optical zoom, and digital zoom
d. transfer digital pictures to a computer
e. change resolution of a digital image
f. change the aspect ratio of a digital image
g. identify various graphic file formats and perform conversions from one type to another
h. crop, re-size, and rotate a digital picture
i. resize a digital image
j. rotate a digital image

k. convert a colour image to a grayscale image
l. adjust brightness and contrast of a digital photograph
m. apply a variety of filter effects to a digital photograph

5. Digital Art and Graphics

a. create basic digital shapes
b. describe the difference between bitmap and vector images
c. select, move, and align objects
d. transform objects, including rotation, scaling, and reflecting
e. create and format graphic text
f. position text on a path
g. create colours and gradients
h. apply colours and gradients to text and other digital objects
i. draw straight and curved lines
j. trace a scanned object or digital photograph
k. create and manipulate layers

Prior Learning Assessment and Recognition (PLAR)

☒ Yes ☐ No, PLAR cannot be awarded for this course because

Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)

Instructional methods course will include demonstration and online instruction; online resources will be used extensively in this course.

Grading system: Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.

Typical Text(s) and Resource Materials

	Author (surname, initials)	Title (article, book, journal, etc.)	Current ed.	Publisher	Year
1.	Townsend, Hain, Wolf	Skills for Success	☒	Pearson	2013
2.	Online resources				
3.					
4.					
5.					

Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)

Access to a Computer; Portable Storage Device

Typical Evaluation Methods and Weighting, which differs slightly between instructors

Final exam:	15%	Assignments:	15%	Midterm exam:	%	Practicum:	%
Quizzes/tests:		Projects	30%	Field experience:	%	Shop work:	%
Portfolio:	40%	Other		Other:	%	Total:	100%

Details (if necessary)

Instructors may choose to use portfolio, graded assignments, projects, or a combination of these and quizzes **plus** a final exam so that all methods and weightings combined equal 100%.

Typical Course Content and Topics

1. Examine and evaluate current technology

a. online safety, phishing, anti-virus and anti-malware software and risks
b. folder (directory) management techniques; back-up data
c. downloading and installing driver patches

2. Publishing

a. text, graphic, and other data - publication files, tables, charts - to organize a published document according to proper design and layout procedures
b. cross references, footnotes, indexes, and tables of contents where appropriate

3. Web Publishing

a. copyright and copyleft conventions to locate and retrieve files (graphics, animations, sounds) from the Internet
b. WYSIWYG editor and an HTML editor to present text, graphics and other data using appropriate compression, design, and layout

c. meta tags (e.g. description, keywords, title)

4. Graphics

a. operating a scanner, digital camera and/or camcorder
b. camera specifications, resolution
c. transfer digital pictures to a computer, aspect ratio
d. graphic file formats and conversions
e. editing digital images
f. filter effects

5. Digital Art and Graphics

a. digital shapes and graphic text
b. bitmap and vector images