UNIVERSITY COLLEGE of the FRASER VALLEY

PAC FORM #2

COURSE IMPLEMENTATION DATE: { September-2002 }
COURSE REVISED IMPLEMENTATION DATE: { May-09 }
COURSE TO BE REVIEWED: { September-2006 }
(FOUR (4) YEARS AFTER IMPLEMENTATION 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 material will vary - see course syllabus available from instructor.

FACULTY/DEPARTMENT: Upgrading and University Preparation

TASK10 - Computer Basics II	ECCO	no credit
COURSE NAME/NUMBER	FORMER COURSE NUMBER	UCFV CREDITS

Computer Basics II
COURSE DESCRIPTIVE TITLE

CALENDAR DESCRIPTION:
This module will focus on reinforcement and practice of basic computer skills developed in Computer Basics I.

PREREQUISITES: Admission to the TASK Program

COREQUISITES:

SYNONYMOUS COURSE(S)

(a) Replaces: N/A (Course #)

(b) Cannot take: N/A (Course #) for further credit

SERVICE COURSE TO:

N/A (Department / Program)

N/A (Department / Program)

TOTAL HOURS PER TERM: 49

STRUCTURE OF HOURS:

Lectures:	10	hrs.
Seminar:	4	hrs.
Laboratory:	35	hrs.
Field Experience:		hrs.
Student Directed Learning:		hrs.
Other (Specify):		hrs.

Combination of Lecture and Lab Hours: 45 **YES/NO**

TRAINING DAY-BASED INSTRUCTION

LENGTH OF COURSE: N/A

HOURS PER DAY: N/A

MAXIMUM ENROLMENT: 16

EXPECTED FREQUENCY OF COURSE OFFERING: Once per year

	YES	NO
WILL TRANSFER CREDIT BE REQUESTED?: (Lower-level courses only)		X
WILL TRANSFER CREDIT BE REQUESTED?: (Upper-level requested by department)		X
TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE:		X

AUTHORIZATION SIGNATURES:

Course designer(s): Bonnie Hamilton

Course reviewed by: (type name in this field)

Department Head: Trudie Archie

Chairperson: (type name in this field) **(Curriculum Committee)**

Dean: Karen Evans

PAC Approval in Principle Date: (type date in this field)

PAC Final Approval Date: 2002 10 30

TASK10 - Computer Basics II

COURSE NAME / NUMBER

LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:

TASK10 - COMPUTER BASICS II

Upon successful completion of the program the student will be able to:

explain the different parts of a computer, demonstrate proper typing techniques, explore the basics of word processing, explore the Internet and its uses, and prepare to use email.

Objectives:

- list the basic parts of a computer system (system unit, monitor, keyboard, mouse, floppy disk, hard disk drive and printer)
- demonstrate the ability to start and close a program
- describe a diskette and its care and limitations
- describe some common uses of computers in society
- use a mouse
- demonstrate the ability to operate a printer (power on, put on line/off line and load paper)
- create a new word processing document
- edit a document
- save a document to a disk
- retrieve a document from a disk
- use tools such as a spell checker or thesaurus
- introduction to the Internet/World Wide Web
- email

METHODS:

- computer lab hands-on instruction
- individual and group exercises
- in class assignments on each new task
- practice sending email to instructor

PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):

Credit can be awarded for this course through PLAR **YES x** **NO**

METHODS OF OBTAINING PLAR:

Hands-on computer session(s) with the instructor providing evidence of module objectives, plus completion of two word processing documents assigned by the instructor and processed in a UCFV computer lab with the instructor present (ex: cover letters for two job advertisements from a newspaper). As well as the student will produce a completed resume and reference sheet which meets criteria set by the instructor. The student must display competence with email by sending/receving via instructor.

TEXTBOOKS, REFERENCES, MATERIALS:

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

Instructor generated material

SUPPLIES / MATERIALS:

Students will need to bring a Double (2HD) disk to class. Students will need to purchase a printer card at the Bookstore for the Lab.

TASK10 - Computer Basics II
COURSE NAME / NUMBER

STUDENT EVALUATION:

(An example of student evaluation for this course might be:)

Attendence - 50% CR/NCR

Weekley assignments (eg: resume, cover letter) - 30% CR/NCR

Fundamental computer skills checklist - 20% CR/NCR

COURSE CONTENT:

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

Hands-on computer session(s) with the instructor providing evidence of module objectives, plus completion of two word processing documents assigned by the instructor and processed in a UFV computer lab with the instructor present (example; cover letters for two job advertisements from a newspaper). As well the student will produce a completed resume and reference sheet which meets criteria set by the instructor. The student must display competence with email by sending and receiving email with the instructor.