

# College of New Caledonia - Mackenzie Campus

## Computer Studies 020 and 030 Course Outline

<b>COURSE:</b>	Computer Studies 020 (COMP 020) Computer Studies 030 (COMP 030)
<b>PROGRAM:</b>	Adult Education
<b>LEVEL:</b>	Fundamental Level 1 (COMP 020) Intermediate Level (COMP 030)
<b>PREREQUISITES:</b>	Computer Studies 020 requires no pre-requisites. Computer Studies 030 requires correct touch typing skill at 10 words per minute on the alphabetic keyboard and basic word processing skill.
<b>CREDITS:</b>	COMP 020 is a non-credit course. Please Note: students who enter with Computer Studies 020 level but complete COMP 030 outcomes will be given credit for Intermediate Certificate.

### **COURSE FORMAT:**

Course Dates:	TBA
Method of Delivery:	Individualized learning, Lectures, Computer labs
Length of Course:	15 weeks
Total Hours:	68 hours

### **CALENDAR DESCRIPTION:**

COMP 020--Fundamental computer skills are introduced in this course. It is designed for the individual with no keyboarding skills, who may be terrified of computers, but is determined to learn about computers to overcome that fear. Yes, you can learn how to email your friends and family!

COMP 030--Intermediate computer skills are introduced in Computer Studies 030. This course is designed for the individual who is familiar with the keyboard and can touch-type 10 words per minute. The goal is to increase your keyboarding speed to 20 words per minute. During the course you will:

- Learn correct touch typing technique to keyboard letters, numbers & symbols
- Manage files and folders using Windows XP
- Use the Internet to find information
- Use email to communicate and share information
- Perform intermediate word processing functions

### **COURSE DESCRIPTION:**

The goal of Computer Studies 030 is to build on the introductory skills of Computer Studies 020. As well as increasing keyboarding speed to 20 net words per minute

(NWAM), the course introduces correct keyboarding of numbers and symbols. Additionally, the learner will manage files, perform intermediate word processing functions, and use the Internet and email

## **LEARNING OUTCOMES:**

Upon completion of COMP 020, the learner will be able to demonstrate skills in the following areas:

1. Keyboarding
  - Use correct touch typing techniques and procedures
  - Achieve a minimum typing speed of 10 Net Words Per Minute (NWPM) on a 5-minute timing
2. Basic Computer Knowledge
  - List the basic parts of a computer system
  - Demonstrate the ability to properly start and shut down a computer system
  - Demonstrate the ability to start and close a program
  - Describe diskettes and CDs and their care and limitations
  - Describe common uses of computers in society
  - Use a mouse
  - Demonstrate the ability to operate a printer
3. Word Processing
  - Create a new word processing document
  - Edit a document
  - Format a document using features such as bullets, clipart, fonts, document formats, paragraph formats, and tabs
  - Use tools such as spell checker and thesaurus
  - Save a document to a disk
  - Print a document
  - Retrieve a document from a disk
4. Internet and E-mail
  - Explore the Internet
  - Use e-mail to send and receive messages

Upon completion of COMP 030, the learner will be able to demonstrate skills in the following areas:

1. Keyboarding
  - Use correct touch typing techniques to keyboard letters, numbers, and symbols
  - Achieve a minimum typing speed of 20 Net Words Per Minute (NWPM) on a 5-minute timing
  - Basic Computer Knowledge
  - Demonstrate the ability to operate a printer
  - Describe the difference between application software & system software
  - Describe the difference between the Internet and the World Wide Web
2. Windows XP (system software)
  - Describe the evolution of computer technology
  - Describe common uses of computers in society
  - Describe various storage media and their capacity
3. Word Processing (application software)
  - Create a document using a Word 2007
  - Proofread and edit documents
  - Save, print, and open documents
  - Format a document using features such as bullets, clipart, fonts, document formats, paragraph formats, and tabs
  - Use Find and Replace
  - Use tools such as spell checker and thesaurus and grammar checker
  - Manage files and folders using Word 2007
  - Print envelopes and labels
  - Find and edit a template document
  - Retrieve a document from a storage device
  - Use Word 2007 help features
4. Internet and E-mail
  - Use different search engines on the Internet
  - Use e-mail to send and receive messages
  - Send word processing documents via email
  - Describe the evolution of the Internet

**TEXTS:** none required

**ADDITIONAL RESOURCES and REFERENCES:**

Canadian 17<sup>th</sup> Edition College Keyboarding Lessons 1-25  
Computers Simplified Third Edition, Maran Graphics, ISBN: 0-896283-24-1

## **COURSE MATERIALS:**

### **MUST HAVE:**

- Student computer account with CNC
- Binder for notes and handouts a hand writing device (pen or pencil) for notes
- Storage Device -Thumb drive capacity minimum 2GB

## **METHOD OF EVALUATION:**

Keyboarding assessment: COMP 020 (10 NWAM and technique)	
	30%
Computer literacy assignments	20%
Word Processing projects	30%
E-mail/Internet projects	<u>20%</u>
	100 %

Keyboarding assessment: COMP 030 (20 NWAM and technique)	
	30%
Computer literacy assignments	20%
WindowsXP projects	20%
Word Processing projects	20%
E-mail/Internet projects	<u>10%</u>
	100%

<b>GRADING:</b>	A+	90 - 100%	C+	64 - 67
	A	85 - 89	C	60 - 63
	A-	80 - 84	C-	55 - 59
	B+	76 - 79	D	50 - 54
	B	72 - 75	F	0 - 49
	B-	68 - 71		