CAPILANO
U N I V E R S I T Y
COURSE OUTLINE

Term:	Fall 2015	Course no.:	BCMP 053
Instructors:		Course name:	ABE Provincial Computer Studies, Online & Current Technology
Section #s:		Course Credits:	2.0
Office:		Instruction:	3 hours / week
Phone:		E-mail:	
Web:	http://moodle.capilanou.ca		

COURSE FORMAT: 1.5 hours in class and 1.5 hours other mode of delivery such as tutorial in the ABE Learning Lab or on-line using Moodle.

PREREQUISITES: None.

SUGGESTED FOLLOW-UP COURSE: None.

COURSE OBJECTIVES:

General: This is an introductory course designed to give students computer skills they can use in both the university and work environment.   It specifically examines current & online technologies.

Specific:

Online Technologies
It is expected that the learner will be able to:
- Develop an online electronic portfolio which contains projects that demonstrate the learner's proficiency with computer software.
- Describe the concept of cloud computing, and utilize cloud-based applications such as: word processing, spreadsheets, online collaboration, photo-editing, online storage.
- Utilize electronic means for time and calendar management, task (to do) lists, user ID management, notes and bookmark (favourite) synchronization.
- Create and publish a blog, which includes text, pictures, and hyperlinks.
- Add and update an entry on a wiki.
- Create and publish an online video (podcast).
- Describe software that can be used to remotely access another computer.
- Describe the process for setting up a home wireless network, configuring encryption, and having computers connect to the network. Connect to wireless networks in other locations.
- Describe the benefits of Bluetooth technology, examples of Bluetooth devices, and Bluetooth setup procedures.
- Compare and contrast various mobile computing technologies

Current Technologies
- Search all facets of the web efficiently (text, images, videos) for material relevant to a specific inquiry.
- Analyze websites critically for value, accuracy, potential malware, and bias.
- Critically evaluate "crowd sourcing" sites as research tools, e.g. opinions on consumer products, travel, health issues, political issues...
- Identify privacy & security issues related to social networking and an online presence.
- Effectively communicate with email utilizing: address books, distribution lists, cc: and bcc: fields, attachments, effective subject lines, spam control.
- Identify email examples of phishing and other online fraudulent activity.
- Use folder (directory) management techniques for computer files, email, etc.
- Compare and contrast a variety of techniques, hardware and software that can be used to back-up computer data.
- Describe the importance of operating system and driver patches, and the processes by which these patches are downloaded and installed.
- Describe anti-virus and anti-malware software, virus & malware risks, scheduled scans and automatic updates.

REQUIRED TEXTS / MATERIALS:

O'Leary, Timothy J. & Linda I. O'Leary. Computing Essentials 2015. New York, NY: McGraw-Hill, 2014.

COURSE CONTENT:

Week	Session 1	Session 2
1	Practice Using Moodle	*Things to Know About This Course**
2	Searching the web	*Analyzing the web**
3	Blogs & wikis	ePortfolio
4	ePortfolio	** Exam 1 **
5	Presentation software 1	*Privacy & Security**
6	Presentation software 2	*Cloud Technologies**
7	Presentations/Review	** Exam 2 **
8	Word processing 1	*Productivity software**
9	Word processing 2	*Hardware overview**
10	Word processing 3	*Software overview**
11	*Review*	** Exam 3 **
12	Spreadsheets 1	Folder/directory management
13	Spreadsheets 2	*Operating system maintenance**
14	*Computer Viruses**	** Exam 4 **

Notes: *indicates a theory assignment, all others are software assignments.
            Assignments are usually due by 11:00 p.m Sunday of the week they are assigned.

EVALUATION PROFILE: There are approximately 30 assignments with marks as indicated on the assignment, each worth approximately 1%. There are 4 exams, each worth 15%. The final grade is calculated as follows:

Assignments	**30 %**
Exams (4 @ 15%)	**60 %**
Participation/Daily Activity	**10 %**
	100 %

GRADING PROFILE:

A+	90-100%	B+	77-79%	C+	67-69%	D	50-59%
A	85-89%	B	73-76%	C	63-66%	F	0-49%
A-	80-84%	B-	70-72%	C-	60-62%	NC	*

* Students may be assigned "NC" (No Credit) if they require more time to finish the course

POLICIES: Capilano University has policies on Academic Appeals (including appeal of final grades), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. These and other policies are available on the University website.

PARTICIPATION: The participation portion of the final mark is based on a student's contribution to a positive learning environment in the classroom.
Positive contributions to the learning environment include: participation in discussions, giving one's undivided attention to the instructor or another student when they are addressing the class; and assisting other students.
Negative contributions include: disruptions to the learning environment such as talking when others are speaking, arriving late for class, excessive demands for the attention of the instructor to the detriment of other students, and cell phones ringing at any time during class.

ATTENDANCE: Attendance during instructional hours is required for in-class students, and distance students are required to log-in to the course web site each day a class is scheduled. A student who will be absent for any reason must leave a message on the instructor's e-mail or voice-mail *prior* to the start of class. It is the *learner's responsibility* to obtain any missed hand-outs and assignments from the course web site *prior* to the beginning of next class.

MISSED QUIZZES/EXAMS: **Quizzes and exams must be written on the scheduled date** unless special arrangements are made with the instructor prior to the date of the quiz or exam. An opportunity to write missed quizzes/exams will only be granted to learners who provide satisfactory proof to the instructor of a serious reason for missing the original quiz/exam; otherwise a score of zero will be assigned.

LATE ASSIGNMENTS: **Late assignments are not normally accepted and receive a grade of zero, unless special arrangements are made with the instructor prior to the assignment's due date.**
Extensions are rarely allowed, and then only at the discretion

of the instructor under exceptional circumstances. A learner must submit a written request for the extension prior to the assignment's due date. **When an extension is granted, 10% is deducted from the assignment's grade.**

INCOMPLETE GRADES: Incomplete grades will only be assigned under extenuating circumstances at the discretion of the instructor. Learners who fail to meet assignment deadlines during the semester will not be granted an incomplete grade.

CHEATING/PLAGIARISM: Learners cheating on a test or copying assignments will receive a grade of "F" on the course. A second offence in any course may result in expulsion from the university.

ENGLISH USAGE: Learners are encouraged to use correct English. **Marks are deducted for mistakes a computerized "Spell Check" would identify.** Assignments requiring extensive correction of grammar will not be accepted.

COMPUTER POLICY: Learners who abuse computing privileges will have their privileges restricted or revoked. Any action that interferes with other learners' ability to do their work is considered abuse. Refer to the Capilano University Calendar "Misuse of Computer System Policy" for more information.

CELL PHONES: In consideration of other students and the instructor, please do not disrupt the learning environment of the classroom with your cell phone. Please leave your phone turned off while inside the classroom, and please step outside the classroom if you need to make a call.

EMERGENCY PROCEDURES: Please read the emergency procedures posted on the classroom wall.