



## COURSE OUTLINE

<b>TERM:</b> Fall 2014	<b>COURSE NO:</b> CDCO 021
<b>INSTRUCTOR(S):</b>	<b>COURSE NAME:</b> CDO Computer Studies Fundamental
<b>OFFICE:</b>	<b>SECTION NO:</b> <b>COURSE CREDITS:</b> 1.0

**COURSE FORMAT:** This course is offered in blocks of 2 hours per week. This course can be offered in a paced or self-paced format.

**PREREQUISITES:** None

**SUGGESTED FOLLOW-UP COURSE:** CDCO 031

**COURSE OBJECTIVES:**

**General:** Students will gain the confidence and competence to perform basic computer operations. They will understand fundamental concepts and vocabulary they will encounter when using, buying, and discussing computers.

**Specific:** Students will demonstrate the following learning outcomes:

**A. Keyboarding**

- use correct touch typing techniques or employ an appropriate access method if a physical disability prevents touch typing.

**B. Basic Knowledge of Computers**

- list the basic parts of a computer system (system unit, monitor, keyboard, mouse, disk drives, and printer).
- apply correct procedures in computer use (start up, shut down, open and close programs, etc).
- use a mouse/pointing device.
- operate a printer (power on, put on line/off line and load paper).
- use a mouse.
- describe storage options.
- describe some common uses of computers in society.

### **C. Word Processing**

- create a new word processing document.
- retrieve a document.
- edit a document.
- save a document.
- print a document .
- use tools such as a spell checker and thesaurus.

### **D. File Management**

- Create and name folders and files to organize images.
- Describe the differences between file types and sizes.
- Perform file backups

### **E. Electronic Communication**

- describe common uses of the internet.
- perform basic internet searches.
- attach websites to Favorites/bookmark bar.
- complete online forms.
- send and receive email including attachments.
- Identify and discuss the benefits and dangers of social networking (chat rooms, instant messaging, Twitter, Facebook).
- Increase knowledge and real-world technical skills by using social networking technology.
- Identify the potential consequences of disclosing personal information on-line.
- Evaluate the accuracy, relevance, appropriateness, and bias on electronic information sources such as You Tube.

### **COURSE CONTENT:**

<b>Unit</b>	<b>Topic</b>
1.	• Computer Basics
2.	• Keyboard Skills
3.	• Word Processing
4.	• File Management
5.	• Email
6.	• Web Browsing

7.	• Social Networking and E-Commerce
8.	• Online Security
9.	• Review

**COURSE NOTES:**

CDO Computer Studies Fundamental is equivalent to Capilano's ABE-Fundamental Level Computer Studies (BCMP 021).

**EVALUATION PROFILE:**

Students are required to successfully complete 9 assignments for credit in the course. Each assignment is of equal value. The final grade is calculated as follows:

<b>Assignments</b>	<b>90 %</b>
<b>Exam</b>	<b><u>10 %</u></b>
	<b>100%</b>

**GRADING PROFILE:**

Credit/No Credit

CR (Credit)	80-100%
NC (No Credit)	0-79%

**OPERATIONAL DETAILS:**

***University 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.

***Attendance:***

Students who will be absent for any reason should leave a voice or email message for their instructor prior to the start of class.

***Computer use policies:***

The misuse of a computer system (such as unauthorized access to other computer accounts or unauthorized use of system software) is not only unfair to other students but can result, at the instructor's discretion, in suspension of the offender's computer access in a course, which may result in an "NC" grade. Repeated offences may result in a permanent revoking of all computer privileges.

***Cheating/Plagiarism***

All forms of cheating including plagiarism are serious offences. The instructor has the right to assign a "0" on the assignment or a grade of "NC" on the course. A second offence in any course may result in expulsion from the program.

***Emergency Procedures:***

Please read the emergency procedures posted on the wall of the classroom.