# CAPILANO UNIVERSITY

# COURSE OUTLINE

| TERM: Fall 2014 | COURSE NO: CDCO 031 |
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| INSTRUCTOR(S): | COURSE NAME:    CDO Computer Studies Intermediate |
| OFFICE: | SECTION NO: <br> COURSE CREDITS:   2.0 |

**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:**       CDCO  021
**SUGGESTED FOLLOW-UP**
**COURSE**:       BCMP 041

**COURSE OBJECTIVES:**

***General:***       This is an introductory course designed to give students basic computer skills they can use in both the university and work environment.   In addition, the course is also designed to introduce students to fundamental concepts and vocabulary they will encounter when using, buying, and discussing microcomputers.

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

**A. Keyboarding**
- use correct touch typing techniques and procedures.
- achieve an adjusted typing speed of 20 wpm .

**B. Introduction to Computers**
- list the basic parts of a computer system (system unit, monitor, keyboard, mouse, USB drive, hard disk drive and printer).
- properly start and shut down a computer system.
- launch and terminate an application program.
- develop an appreciation of the evolution of computer technology and the range of applications in society.
- describe commonly used computer terminology and acronyms.
- describe the difference between hardware and software.

- demonstrate the use of the features of a mouse including left click, right click and scroll.
- demonstrate the ability to operate a printer (power on, put on line/off line and load paper).

**C. Operating System**
- describe the basic operations of an Operating System (launching applications programs and managing system resources).
- correctly name and locate files and folders.
- perform basic file operations using the operating system (copy, move, erase and rename).

**D. Word Processing**
- create a new word processing document.
- edit a document, including cutting and pasting text .
- print a document .
- save a document to a specified location.
- retrieve a document from a specified location.
- use tools such as a spell checker or thesaurus.
- format a page using basic page layout properties. (margins, justification, boldfacing and line spacing).
- use help features and tutorials.
- create headers, footers and page numbering.
- manipulate margins.
- create tables, columns, page and section breaks.

**E. Electronic Communications**
- browse and search the Internet.
- send and receive email with file attachments.

**F. Options**
- importing information from other sources such as graphs, graphics, spreadsheets, databases and the Internet .
- perform basic spreadsheet and database operations.
- prepare and deliver a presentation using a computer.
- participate in an online course.
- identify workspace ergonomics conditions.
- Identify software maintenance issues (software updates and patches, deleting browser cache and history files, defragmenting hard drives, backing up important files, etc).

**REQUIRED TEXTS / MATERIALS:**   O'Leary, Timothy J. & Linda I. O'Leary. *Computing Essentials 2013*. New York, NY: McGraw-Hill, 2012.

**COURSE CONTENT:**

| Unit | Topic |
|------|-------|
| 1. | • Introduction to the Course<br><br>• Review of computer basics<br><br>• System overview |
| 2. | • The Internet and connectivity |
| 3. | • Word processing |
| 4. | • Spreadsheets and databases |
| 5. | • Presentation skills (including presentation software and digital photography) |
| 6. | • Course review |

**COURSE NOTES:**   CDO Computer Studies Intermediate is equivalent to Capilano's ABE Intermediate Level Computer Studies (BCMP 031).

**EVALUATION PROFILE:**   There are approximately 30 assignments with marks as indicated on the assignment, each worth approximately 3%. The final grade is calculated as follows:

| | |
|---|---|
| **Assignments** | **90 %** |
| **Final Exam** | **10 %** |
| | **100 %** |

**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.