COURSE OUTLINE		
TERM: FALL 2025	**COURSE NO: COMP 101**	
INSTRUCTOR:	**COURSE TITLE: COMPUTERS AND THEIR APPLICATION**	
OFFICE: LOCAL: **E-MAIL:** @capilanou.ca	**SECTION NO(S):**	**CREDITS: 4.0**
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University acknowledges with respect the Líl̓wat7úl (Lil'wat), xʷməθkʷəy̓əm (Musqueam), shíshálh (Sechelt), Sḵwx̱wú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) people on whose territories our campuses are located.

COURSE FORMAT
Three hours of class time, two lab hours plus an additional hour of supplemental activities delivered online for a 15-week semester, which includes two weeks for final exams.
This course may also be offered in mixed-mode format.

COURSE PREREQUISITES
One of the following: Pre-calculus 11, Foundations of Mathematics 11, Workplace Mathematics 11, History of Mathematics 11, Computer Science 11, BMTH 044, BMTH 048, IXD 108, MATH 097, MATH 123, or Math Placement Test (Precalculus MPT)

CALENDAR DESCRIPTION
An introduction to the basic concepts underlying computer hardware, software, operating systems, networks, applications, and coding, for students with little or no previous experience. Students also explore some of the social and ethical implications arising from the pervasive use of digital information technologies. The goals of this course are to gain a broad understanding of the science of computing, to develop practical skills applied to the use of the Internet and common computer applications, and to become actively engaged with both the promise and challenges of digital technology.

COURSE NOTE
COMP 101 is an approved Numeracy course for Cap Core requirements.
COMP 101 is an approved Science and Technology course for Cap Core requirements.
COMP 101 is an approved Science course.
COMP 101 is an approved Quantitative/Analytical course for baccalaureate degrees.

REQUIRED TEXTS AND/OR RESOURCES
Textbook: Frank Vahid, Susan Lysecky, Nkenge Wheatland, Ron Siu. Zybook COMP 101: Computers and Their Applications available at:

https://learn.zybooks.com/zybook/CAPILANOUCOMP101WangFall2024
zyBook ISBN: 979-8-203-44148-5

Materials: USB or cloud storage device to store programs.

COURSE STUDENT LEARNING OUTCOMES
On successful completion of this course, students will be able to do the following:

- Define and use common computer terminology (or jargon);
- Explain the basic functions of computer hardware, software, and operating systems;
- Engage meaningfully in debates about social issues arising from the use of digital information technologies;
- Apply a spreadsheet to model and analyze numeric problems;
- Design, code, and publish web pages using standard web technologies;
- Write a computer program to solve a basic problem using a high-level programming language.

Students who complete this Numeracy course will be able to do the following:

- Apply both analytical and numerical skills to solve problems;
- Summarize and analyze data in quantitative forms;
- Interpret and draw conclusions from an analysis of quantitative data;
- Represent quantitative information in a variety of forms (e.g. symbolically, visually, numerically, and verbally);
- Incorporate quantitative evidence in support of an argument.

Students who complete this Science and Technology course will be able to do the following:

- Apply numerical and computational strategies to solve problems;
- Assess the cultural, economic, and political effects of technology;
- Demonstrate how a problem, concept, or process can be modelled numerically, graphically, or algorithmically;
- Explain how scientific inquiry is based on investigation of evidence and evolves based on new findings;
- Participate in scientific inquiry and communicate the elements of the process, including making careful and systematic observations, developing and testing a hypothesis, analyzing evidence, and interpreting results.

COURSE CONTENT

Weeks (approx.)	Topics
3	Introduction: hardware and software, historical perspective, operating systems
4	Programming Concepts: designing and coding algorithms, programming constructs, functions and parameters, documentation, programming style
2	Spreadsheets: basics, formulas and functions, applications
2	Communications: networks, Internet, web development
1	Social Impacts: privacy, security, computer crime, education, work, etc.

1	Review and Testing
2	Final Exam Period (weeks 14 and 15)

EVALUATION PROFILE
Final grades for the course will be computed based on the following schedule:

Assignments/Projects	15%
Online Activities and Tutorials	20%
Online Term Tests and Quizzes	25%
Final Examination	35%
Performance Evaluation	5%
TOTAL	**100%**

The default Performance Evaluation component in the evaluation profile is pro-rated to the grade earned on the remainder of the profile. In exceptional circumstances, a student's improved performance in the later part of the term may justify an elevated grade. The instructor has sole discretion, in such cases, to alter the performance evaluation to elevate the student's grade to better reflect their performance at the end of term.

Specific dates and details regarding the Evaluation Component will be provided by the instructor.

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	

Incomplete Grades
Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

Late Assignments
Assignments are due at the beginning of the class on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

Late assignments will be penalized 10% if submitted late on the due date, then 20% for each succeeding day until solutions are available, and will not be accepted thereafter.

Missed Exams/Quizzes/Labs/etc.
Normally, a score of zero will be given for a missed exam, test, quiz, lab, etc. In some exceptional situations, the student will be permitted to write a make-up test, defer the lab to a later date or to replace the score by other marks.

The situations in which a score of zero may be avoided are those for which the student meets all of the following conditions:

1. Circumstances clearly beyond the control of the student caused the exam, test, quiz, lab, etc. to be missed. Such circumstances include serious illness or injury, or death of close family member. They do not include forgetting about the test, lack of preparation for the test, work-related or social obligations.

2. The student has notified the instructor (or the School of STEM office staff, if the instructor is not available) about the missed exam, test, quiz, lab, etc. Such notification must occur in advance, if possible, or at the latest, on the day of the exam, test, quiz, lab, etc.

3. Proof of the circumstances is provided. Proper proof of illness or injury requires a medical certificate from a doctor, who may also be consulted.

4. The student has been fully participating in the course up until the circumstances that prevented the writing of the exam, test, quiz, lab, etc. Fully participating means attending almost all of the classes and turning in almost all assignments in the course.

The options offered to the student who meets the four conditions are decided by the instructor. They will not necessarily meet the convenience of the student.

Accommodations can be made to honour community needs and traditional practices.

Attendance
Students are expected to attend and fully participate in all online classes, labs and associated activities Students should expect to log in to eLearn 3-4 times per week and to spend 8-10 hours per week on course readings, practice tests, weekly learning activities, teamwork and assignments. Students are responsible for all information given during lectures, labs and tutorials, including exam dates and assignment deadlines, even if they were unable to attend for any reason.

English Usage
Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices
Students may use electronic devices during class solely for class-related activities, such as note-taking, coding, and 'just in time' research to contribute to class discussions.

On-line Communication
Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

UNIVERSITY OPERATIONAL DETAILS

Tools for Success

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: https://www.capilanou.ca/student-services/

Capilano University Security: download the CapU Mobile Safety App

Policy Statement (S2009-06)

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information:
https://www.capilanou.ca/student-services/resources/policies/academic-integrity/

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

> Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page https://www.capilanou.ca/about-capu/governance/policies/)

Emergencies:

Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.

DEPARTMENT OR PROGRAM OPERATIONAL DETAILS:

Online Participation

Mixed-mode courses employ a mixture of traditional classroom and online teaching and learning. Students are expected to make regular use of, and contributions to the online portions of the course. This type of participation is critical to success in the course, and requires more self-motivation and self-directed learning than traditional courses. Please meet with the instructor if you are unsure about what is required to complete the online portions of the course successfully.