

COURSE IMPLEMENTATION DATE: {	September-2002
COURSE REVISED IMPLEMENTATION DATE: {)
COURSE TO BE REVIEWED: {	September-2006
EOLID (4) VEADS AFTED IMPLEMENTATION DATE)	MONTH / VEAD

OFFICIAL COURSE OUTLINE INFORMATION

Students are advised to keep course outlines in personal files for future use. Shaded headings are subject to change at the discretion of the department and material will vary - see course syllabus available from instructor. **FACULTY/DEPARTMENT:** CCP TASK10 - Computer Basics II **ECCO** no credit **COURSE NAME/NUMBER** FORMER COURSE NUMBER **UCFV CREDITS** Computer Basics II COURSE DESCRIPTIVE TITLE **CALENDAR DESCRIPTION:** This module will focus on reinforcement and practice of basic computer skills developed in Computer Basics I. PREREQUISITES: Admission to the TASK Program **COREQUISITES:** SYNONYMOUS COURSE(S) **SERVICE COURSE TO:** N/A (a) Replaces: (Course #) (Department / Program) (b) Cannot take: N/A for further credit N/A (Department / Program) (Course #) TRAINING DAY-BASED INSTRUCTION **TOTAL HOURS PER TERM:** 49 STRUCTURE OF HOURS: **LENGTH OF COURSE:** N/A 10 Lectures: hrs. Seminar: 4 hrs. **HOURS PER DAY:** N/A Laboratory: 35 hrs. Field Experience: hrs. Student Directed Learning: hrs. Other (Specify): hrs. **Combination of Lecture and Lab Hours:** 45 YES/NO MAXIMUM ENROLMENT: 16 **EXPECTED FREQUENCY OF COURSE OFFERING:** Once per year WILL TRANSFER CREDIT BE REQUESTED?: (Lower-level courses only) NO Χ YES WILL TRANSFER CREDIT BE REQUESTED?: (Upper-level requested by department) YES TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE: YES NO **AUTHORIZATION SIGNATURES:** Course designer(s): Chairperson: Bonnie Hamilton (type name in this field) (Curriculum Committee) Course reviewed by: (type name in this field) Dean: **Department Head:** Trudie Archie Karen Evans **PAC Approval in Principle Date:** (type date in this field) **PAC Final Approval Date:** 2002 10 30

COURSE NAME / NUMBER
LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:
TASK10 - COMPUTER BASICS II Upon successful completion of the program the student will be able to:
explain the different parts of a computer, demonstrate proper typing techniques, explore the basics of word processing, explore the Internet and its uses, and prepare to use email.
Objectives:
•list the basic parts of a computer system (system unit, monitor, keyboard, mouse, floppy disk, hard disk drive and printer) •demonstrate the ability to start and close a program
edescribe a diskette and its care and limitations
•describe some common uses of computers in society •use a mouse
•demonstrate the ability to operate a printer (power on, put on line/off line and load paper)
•create a new word processing
document •edit a document
•save a document to a disk
•retrieve a document from a disk •use tools such as a spell checker or
thesaurus •introduction to the Internet/World
Wide Web
•email
METHODS:
•computer lab hands-on instruction
•individual and group exercises
•in class assignments on each new task •practice sending email to instructor
PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):
Credit can be awarded for this course through PLAR YES X NO NO
METHODS OF OBTAINING PLAR:
Hands-on computer session(s) with the instructor providing evidence of module objectives, plus
completion of two word processing documents assigned by the instructor and processed in a UCFV
computer lab with the instructor present (ex: cover letters for two job advertisements from a newspaper). As well as the student will produce a completed resume and reference sheet which meets criteria set by the instructor. The student must display competence with email by sending/receving via instructor.
TEXTBOOKS, REFERENCES, MATERIALS: [Textbook selection varies by instructor. An example of texts for this course might be:]
Instructor generated material
SUPPLIES / MATERIALS:

Students will need to bring a Double (2HD) disk to class. Students will need to purchase a printer card at the Bookstore for the Lab.

TASK10 - Computer Basics II COURSE NAME / NUMBER STUDENT EVALUATION: (An example of student evaluation for this course might be:) Attendence - 50% CR/NCR Weekley assignments (eg: resume, cover lettle) - 30% CR/NCR Fundamental computer skills checklist - 20% CR/NCR COURSE CONTENT: [Course content varies by instructor. An example of course content might be:] Handson computer ession(s) with the instructor providing evidence of module objectives, plus completion of two word processing documents assigned by the instructor and processed in a UCFV computer lab with the instructor present (example; cover letters for two job advertisements from a newspaper). As well the student will produce a completed resume and reference sheet which meets criteria set by the instructor. The student must display competence with email by sending and receiving email with the instructor.