CAPILANO UNIVERSITY

COURSE OUTLINE	
TERM: FALL 2024	**COURSE NAME**: BCMP 041
INSTRUCTOR(S):	**COURSE TITLE**: ABE Advanced Level Computer Studies
CONTACT INFORMATION:	**SECTION NO(S):** **CREDITS:** 2.00
OFFICE HOURS:	
COURSE WEBSITE:	

Capilano University acknowledges with respect the Lilwat7úl (Lil'wat), xʷmə ɬθkʷəyəm (Musqueam), shíshálh (Sechelt), Sḵwx̱wú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) people on whose territories our campuses are located.

COURSE FORMAT
There are 3 hours/week of scheduled instructor contact time and 2.5 hours/week of ad hoc instructor availability that may be scheduled at times mutually agreed upon by the instructor and the student. The scheduled time may be either classroom, online, or mixed-mode. Online assistance from the instructor is done via Zoom. Please see the course eLearn page for a Zoom link, days, and times.

For paced classes, students follow the class material at a pace set by the instructor. Students have the option of switching to self-paced at any point during the semester.

For self-paced classes, students work at their own pace. Self-paced classes allow students to either progress more quickly (finishing multiple levels in a subject during the semester) or more slowly (students may take up to 2 semesters to finish a level in a subject).

This course has content available on https://elearn.capu.ca/ and students may use eLearn asynchronously (at any time that is convenient for them). If there are any synchronous (paced) activities, such as lectures or workshops, they will be recorded and will be available on eLearn if you are unable to attend at the designated time.

Students should expect to log in 3-4 times per week and to spend 6-8 hours per week on course readings, assignments, labs, quizzes and tests.

The Fall and Spring semesters are 15 weeks long. The two Summer semesters are 7 weeks long and have double the amount of scheduled and ad hoc instructor contact time.

COURSE PREREQUISITES/CO-REQUISITES
None

CALENDAR COURSE DESCRIPTION
A paced graded course offering both an introduction to commonly used business software and essential computer concepts and terminology. Software used includes: word processing, spreadsheets, graphics, Windows, and the Internet. Computer concepts include examination of: processors, storage devices, input/output devices, computer communications, security, ethics, ergonomics, and purchasing considerations.

RECOMMENDED FOLLOW-UP COURSES:
BCMP 051

COURSE STUDENT LEARNING OUTCOMES:
1.   Hardware
     It is expected that learners will be able to:
     - identify, name and describe basic components of a computer system unit:
       o   motherboard
       o   Central Processing Unit (CPU)
       o   memory (RAM)
       o   peripheral connections (USB, Firewire, HDMI)

     Memory and Secondary Storage
     It is expected that learners will be able to:
     - identify, name and describe Secondary Storage Devices, including:
       o   hard drives (fixed and removable)
       o   USB devices (flash drives and USB hard drives)
       o   solid state drives
       o   Memory cards (SD, SC)
       o   Online storage (cloud storage)
       o   Optical and magneto-optical storage devices (CD-ROM, DVD)
     - recognize and use capacity descriptors (KB, MB, GB, TB)
     - distinguish between and describe the function of RAM, ROM and BIOS/UEFI

     Input and Output
     It is expected that learners will be able to:
     - identify, name, describe, and distinguish among input and output devices (and associated software):
       o   keyboard, pointing devices, scanners
       o   video adapters and displays (LCD, touch screen)
       o   printers (various types)
       o   voice
       o   describe how various input and output devices can be used to assist people with disabilities
       o   digital camera

2. Operating a Computer
    It is expected that learners will be able to:

    - distinguish between System Software, Utility Software and Application Software and describe the purpose of an operating system
    - differentiate among various commonly used operating systems
    - employ operating system(s) to perform basic operations of disk and file management
    - assign meaningful file and folder names
    - employ wildcard characters in file management
    - organize files on storage devices and designate drives, folders and files
    - perform management functions to locate, list, display properties of, copy, rename, move, (un)delete folders and files
    - describe drive formatting (sectors, tracks, index) and defragment a drive
    - recognize a variety of common program and data file types and their associated extension
    - describe the problem of computer malware, (viruses and spyware), and methods to detect and remove them
    - demonstrate care, maintenance, and protection of computer equipment
    - demonstrate the ability to back up data to a CD or other media
    - option: identify workspace ergonomics conditions

3. Computers in Society
    It is expected that learners will be able to:

    - identify the effect of computers on their everyday lives (databases, subscription lists, ATMs, the Internet, computer record systems, income tax)
    - give examples of how computers are affecting career opportunities
    - trace the history of computer technology and identify current trends
    - state the purchasing considerations from the perspective of an informed consumer (warranty, service, licensing, needs assessment, market trends)
    - provide examples of issues involving computers in society (protection of privacy, social networking sites, identity theft, phishing sites, spam and copyright)

4. Word Processing
    It is expected that learners will be able to perform basic operations of word processing:

    - create a word processing document and save it to a specified location and directory
    - select any amount of text and format the character attributes
    - format the indentation, the alignment, and the spacing of lines and paragraphs
    - identify non-printing characters (space, tab, new line, new paragraph) as displayed on the screen
    - move, copy, and delete text
    - insert a page break and section break into a document
    - insert, format and manipulate a table
    - use bulleted and numbered lists
    - use footnotes/endnotes

- apply lines, shading and colour to a document
- use the find and the replace functions
- use the spell checker/thesaurus

- insert a graphic into a document
- set page margins
- use headers and footers (including page numbering, filename, and date codes) with multiple sections
- preview and print a document
- recognize different document output devices
- recognize that different file formats originating from different word processors and versions may be incompatible, requiring file conversion routines
- save in a variety of appropriate formats

5. Spreadsheets
   It is expected that learners will be able to:
   - perform basic spreadsheet operations:
   - enter and format data (numbers, text, data series)
   - create simple formulas (using basic operators and functions)
   - copy or move data and/or formulas, utilizing absolute and relative cell addresses and ranges
   - change cell characteristics (column widths, alignments, fonts, etc.)
   - modify page layout (orientation, scaling, grid lines)
   - use a spreadsheet to predict outcomes based on specific parameters (mortgages, investments, financial forecasting and planning)
   - create several kinds of charts based on spreadsheet data
   - save in a variety of appropriate formats (.xls .pdf .htm)

6. Internet
   It is expected that learners will be able to:
   - describe the basic structure and functioning of the Internet and define current terminology (URL, ISP, WWW, http, https)
   - describe the implementation of online commerce, including ATM cards, online banking, online shopping and online auctions
   - describe the various options for computer connectivity (cable modems, XDSL, routers, wireless, 3G, 4G, LTE)
   - send and receive e-mail (including attachments) using proper etiquette
   - use a web browser to access and navigate through a web site
   - use search engines to locate and bookmark information
   - save text and graphical information from a web site
   - describe how business is conducted on the Internet, including security issues
   - recognize security problems associated with Internet use (spyware, viruses, spam, firewall)
   - understand how the Internet was developed and how it functions

7.   Presentation Software
        It is expected that the learners will be able to:
        - Create, manipulate and deliver a presentation.

On successful completion of this course, students will be able to meet the learning outcomes found in the ABE Articulation Handbook located at bctransferguide.ca.

REQUIRED TEXTS, RESOURCES, AND TECHNOLOGY
Texts/Resources:

None, all notes online in eLearn.

The Capilano Bookstore has instructions on how to purchase this book online or in-person https://www.capilanou.ca/student-life/campuscommunity/bookstore/

Recommended Technology for Remote Learning

To participate in this course, you will need to have access to a device (laptop, tablet or computer) and WiFi.

- **Zoom** is used online coaching times with your instructor, you will need speakers and a microphone. The earphones from your mobile device may be an option. Use of video is optional. **Download and tutorial information for Zoom**
- You can access the eLearn web site using your favourite browser. There is also a **mobile app available for eLearn**.
- The Capilano University Security Safe App may also be useful to you if you are attending campus: download the **CapU Mobile Safety App**

COURSE CONTENT

Week	Session 1	Session 2
1	Practice Using Moodle Web 1	*Things to Know About This Course** *The Internet, the Web – Chapter 2**
2	Web 2 Digital Photographs & Images	*Connectivity – Chapter 9** **** Exam 1 ****
3	PowerPoint 1 PowerPoint 2	*Privacy & Security – Chapter 10** *System Overview – Chapter 1**
4	Presentations/Review Word 1	**** Exam 2 **** *Application Software – Chapter 3,4**
5	Word 2 Word/Web3	*System Software – Chapter 5** *System Unit – Chapter 6**
6	*Word Processing** Excel 1	**** Exam 3 **** *Input / Output – Chapter 7**
7	Excel 2 *Computer Viruses**	*Secondary Storage – Chapter 8** **** Exam 4 ****

Notes: *indicates a theory assignment, all others are software assignments.

EVALUATION PROFILE

Theory Assignments (12)......................15%
Software Assignments (12) 15%
Participation 10%
Exams (4)..<u>60%</u>
TOTAL 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) following their first attempt of a self-paced course if they require more time to finish the course.

Incomplete Grades
Grades of Incomplete "I" will not be assigned in this course.

Late Assignments
Not applicable.

Missed Exams/Quizzes/Labs
Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Accommodations can be made to honour community needs and traditional practices.

Attendance
Regular attendance is crucial for student success and course completion.
In an online environment, students should expect to log in 3-4 times per week and to spend 6-8 hours per week on course readings, assignments, quizzes, practice tests, and tests.
Online coaching hours are hosted on Zoom, see the course eLearn page for link, days and times.

Participation
Where participation forms a part of the evaluation profile, the grade for the participation component of the course is based on participation in the classroom and/or eLearn course forums. The mark is based on both the frequency and the quality of the student's comments, questions, and observations, with the emphasis on quality. The quality is determined by, among other things, the relevance, insight, and clarity of remarks.

English Usage
Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Marks will be deducted for incorrect grammar and spelling in written assignments.

Electronic Devices
Students may use electronic devices during class for course related purposes only.

Online Communication, Behaviour And Expectations
Online Communication
Please be sure to check your official Capilano University email regularly as all official communication will be sent via this email address only.

Online Behaviour
- Adhere to the same standards of behaviour online that you follow in real life
- Keeping an open-mind and be willing to listen to the ideas of others
- Respect other people's time and bandwidth
- Respect other people's privacy (recording or screen shots without permission are not appropriate)

Online Expectations
What you can expect from your instructor:
- Respond to messages/emails within 24 hours, Monday through Friday
- To be available during student coaching hours to support your learning
- To be responsive to your feedback about the course

What your instructor can expect from you:
- Interact respectfully with peers and faculty
- Regularly log into and complete course material
- To ask questions and seek help when appropriate

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-life/

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/about-capu/governance/policies/

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/COURSE OPERATIONAL DETAILS

Progress
There is an expectation that students finish the course level for which they registered during the semester; however, students may re-register in a course a second time if they need additional time to complete the course material. If students require more than 2 semesters to complete a course, further registration requires instructor permission, which will only be granted if students have made acceptable progress in the previous semester.

Class Recordings
This course or portions of this class may be recorded by the instructor for educational purposes. These recordings will be shared only with students enrolled in the course. This is intended to supplement the course experiences.

Privacy
Capilano University is committed to preserving your right to privacy. We ensure that the confidentiality of your information is maintained and the collection, use and disclosure of your information is in compliance with the Freedom of Information and Protection of Privacy Act (FIPPA). The personal information collected by online tools licensed by the University for delivering courses are not distributed to any private organizations or used for commercial marketing.

Inclusivity
In this course you will be treated with respect. I welcome individuals of all ages, backgrounds, beliefs, ethnicities, genders, gender identities, gender expressions, national origins, religious affiliations, sexual orientations, ability – and other visible and nonvisible differences. All members of this course are expected to contribute to a respectful, welcoming and inclusive environment for learning.

Student Support Resources
Learn more about the many services, resources and personal supports you can access on-campus (and virtually) at Capilano University. Whether you're searching for academic advising, on-campus housing, accessibility services for academic accommodations and disability funding, career

counselling or options for new and Indigenous students, you'll find it at:
https://www.capilanou.ca/student-life/

Student Digital Ambassadors
The Student Digital Ambassadors provide peer-to-peer support for students navigating the online environment and the educational technology tools such as eLearn and Zoom used at CapU. Ambassadors are available online. For more information visit https://sda.capilanou.ca