



Camosun College campuses are located on the traditional territories of the Lkwungen and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Community Learning Partnerships Comp 030 – Fundamental Computer Studies Student Checklist

Last Name: _____ First Name: _____

Student ID: _____ Phone: _____ Email: _____

Instructor: _____ Term: _____ Final Grade: _____

Learning Outcomes	Date completed	Read/Graded
Module 1: Basic Knowledge of Computers		
Lesson 1.1: Computer Basics		/
Assignment 1.1.1: Differences between a desktop and a laptop		/5
Lesson 1.2: Parts of a Computer		/
Assignment 1.2.1: Hardware and Software		/10
Assignment 1.2.2: Matching		/5
Lesson 1.3: Let's Get Started!		/
Assignment 1.3.1: Three Ways You Use a Computer		/5
Quiz 1: Parts of a Computer		/10
Quiz 2: Connecting Devices to a Computer		/10
Lesson 1.4: Mousing Around!		/
Lesson 1.5: Managing Files and Folders		/
Assignment 1.5.1: File Management		/10
Lesson 1.6: Printer Overview		/
Module 2: Introduction to Keyboarding		
Lesson 2.1: Ergonomics		/
Lesson 2.2: Learn to Touch Type		/
Assignment 2.2.1 or 2.2.2: Adjusted typing speed ≥10 wpm		/5

Learning Outcomes	Date completed	Read/Graded
Module 3: Word Processing		
Lesson 3.1: Introduction to Word Processing		/
Lesson 3.2: Introduction to Google Docs - optional		/
Assignment 3.1.1 Word Processing – creating a document		/10
Assignment 3.1.2 Word Processing – revising a document		/10
Quiz 3: Word Processing		/10
Module 4: Electronic Communication		
Lesson 4.1: Knowing the Internet		/
Assignment 4.1.1 Going Online		/10
Lesson 4.2: Browsing the Internet		/
Assignment 4.2.1: Using Google Maps		/10
Assignment 4.2.2: Bookmark a Website		/5
Lesson 4.3: Using email		/
Email Assignment 4.3.1: Email Your Instructor		/5
Email Assignment 4.3.2: Sending Attachments		/10
Assignment 4.4.1: Netiquette		/5
Assignment 4.5.1: Edit Profile (on D2L)		/5
Lesson 4.6: Introduction to ‘Discussions’		/
Assignment 4.6.1: Introduce yourself to group (D2L)		/10
Lesson 4.7: Web Search and Research		/
Optional Assignment: Accessing Service Canada Job Bank		/
Lesson 4.8: Online Forms		/
Assignment 4.8.1: Completing an Online Form		/10
Lesson 4.9: Library Websites		/
Assignment 4.9.1: Accessing Online Libraries		/5
Assignment 4.9.2: Camosun College Library		/5
Quiz 4: Email		/10