



A POLYTECHNIC INSTITUTION

School of Manufacturing, Electronics and Industrial  
Processes

Program: Technology Teacher Education

Option:

**TTED 3010**  
**Computer Foundations**

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<b>Start Date:</b>	2006/09/11	<b>End Date:</b>	2006/10/06
<b>Total Hours:</b>	20	<b>Total Weeks:</b>	4
<b>Hours/Week:</b>	5	<b>Lecture:</b>	1
		<b>Lab:</b>	4
		<b>Term/Level:</b>	1
		<b>Course Credits:</b>	1.5
		<b>Shop:</b>	
		<b>Seminar:</b>	
		<b>Other:</b>	

**Prerequisites****Course No.**    **Course Name****is a Prerequisite for:****Course No.**    **Course Name**

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**Course Description**

Provides students with the computer skills to complete assigned work to the required standard in many Technology Teacher Education courses using their personal computers and BCIT labs. Examines BCIT lab procedures, the Windows (XP) operating system, detecting and dealing with computer viruses, file management, web page creation, and the rudiments of word processing with Microsoft Office software.

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**Evaluation**

Assignment 1:	10%
Assignment 2:	10%
Assignment 3:	15%
Assignment 4:	15%
Final Exam:	50%

Course evaluation will be based on weekly assignments and a final on-computer exam. The final grade assigned will be either Satisfactory if course requirements are fulfilled, or Unsatisfactory if course requirements are not fulfilled. There will be no percentage mark assigned for this course.

**Course Learning Outcomes/Competencies**

Upon successful completion, the student will be able to:

1. Use BCIT networked lab facilities correctly and efficiently
  2. Demonstrate an understanding of the Windows operating system
  3. Use Windows Explorer software to manage computer files
  4. Adopt measures to deal with the problem of computer viruses
  5. Use Microsoft Word software to create documents efficiently
  6. Use Microsoft Excel to create a simple data table and graph
  7. Create a simple Web page including links and pictures
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**Verification**

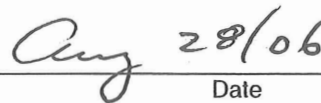
I verify that the content of this course outline is current.

  
\_\_\_\_\_  
Authoring Instructor

  
\_\_\_\_\_  
Date

I verify that this course outline has been reviewed.

  
\_\_\_\_\_  
Program Head/Chief Instructor

  
\_\_\_\_\_  
Date

I verify that this course outline complies with BCIT policy.

  
\_\_\_\_\_  
Dean/Associate Dean

  
\_\_\_\_\_  
Date

Note: Should changes be required to the content of this course outline, students will be given reasonable notice.

### Instructor(s)

James Bartz

Office Location: SW9-202  
Office Hrs.: By Appt

Office Phone: 604 432-8924  
E-mail Address: jbartz@bcit.ca

### Learning Resources

#### *Required:*

Removable storage media, (USB memory stick, 10 Floppy diskettes or other), 3-ring binder

#### *Recommended:*

Personal computer system including inkjet or laser printer. Minimum software: Microsoft Windows , Word

### Information for Students

**Note:** Please refer to BCIT policy number 5002, Student Regulations Policy, for additional information. Policies are available at <http://www.bcit.ca/about/administration/policies.shtml>.

**Ethics:** BCIT assumes that all students attending the institute will follow a high standard of ethics. Incidents of cheating or plagiarism may, therefore, result in a grade of zero for the assignment, quiz, test, exam or project for all parties involved and/or expulsion from the course.

**Assignments:** Assignments, lab reports or projects must be done on an individual basis unless otherwise specified by the instructor. Late assignments, lab reports or projects will be devalued 10% per day late to a maximum of 3 days late.

**Makeup Tests, Exams or Quizzes:** There will be **no** makeup tests, exams or quizzes. If you miss a test, exam or quiz, you will receive zero marks. Exceptions may be made for **documented** medical reasons or extenuating circumstances. In such a case, it is the responsibility of the student to inform the instructor **immediately**.

**Attendance:** The attendance policy as outlined in BCIT Policy 5002 will be enforced. Attendance will be taken at the beginning of each session. Students not present at that time will be recorded as absent.

**Illness:** If you miss an evaluation such as an assignment, quiz, exam, or project, or you miss 3 or more consecutive days of class, you must provide the department with a BCIT Student Medical Certificate (available at <http://www.bcit.ca/admission/downloads.shtml>). You may be asked to complete the work that you missed or the course evaluation may be adjusted to reflect the missed component(s).

**Attempts:** Students must successfully complete a course within a maximum of three attempts. Students with two attempts in a single course must get written permission from the Associate Dean to attempt the course for the third time. Students who have not successfully completed a course within three attempts will not be eligible to graduate from the program.

**Advancement:** Students who fail three or more courses in a term cannot advance to the next term and may be asked to discontinue from the program.

**Course Outline Changes:** The material or schedule specified in this course outline may be changed by the instructor. If changes are required, they will be announced in class.

### Assignment Details

Students should check with their instructor or classmates for information concerning any missed class. It is the student's responsibility to be prepared for all classes and/or quizzes.

Students are expected to spend time out of scheduled lab hours to gain the experience necessary to fully understand the concepts presented during lecture and lab sessions. This is particularly important as this course provides the skills required for other TTED course class work and reporting.

## Schedule

Week of/ Number	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
1 of 4  Sep 11-15	<u>Lecture:</u> Course outline; Lab regulations; File management; BCIT Networked labs, MyBCIT, computer viruses <u>Lab 1:</u> Network logon; Windows operating system; <i>My Computer</i> ; MyBCIT <u>Lab 2:</u> Windows <i>Explorer</i> , file management, Virus scanning;	Handouts Online HELP	Practice Exercises	N/A
2 of 4  Sep 18-22	<u>Lecture:</u> Word processing <u>Lab 1:</u> Intro to <i>Word</i> software; Word's Help; Views; Toolbars; editing, saving, retrieving; Printing in labs; Headers & Footers; Document Templates, Tables, Flowcharts <u>Lab 2:</u> Microsoft <i>Word</i> Spell Check, Thesaurus Tabs; Formatting: characters, paragraphs; Format painter; Automatic numbered/bulleted list	Handouts Online HELP	Practice Exercises	N/A
3 of 4  Sep 25-29	<u>Lecture:</u> Microsoft <i>Word</i> – Formatting, Headers & Footers, Styles, Templates. Microsoft <i>Excel</i> – basics and graphing <u>Lab 1:</u> Microsoft <i>Excel</i> – spreadsheet, graphing <u>Lab 2:</u> Great Race – classes cancelled	Handouts Online HELP	Practice Exercises	N/A
4 of 4  Oct 2-6	<u>Lecture:</u> Microsoft <i>Word</i> and <i>Publisher</i> – Graphics, Web page creation <u>Lab 1:</u> Web page creation <u>Lab 2:</u> Final practical (on computer) exam	Handouts Online HELP	Pre-final exercise	N/A