



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 040 - Intermediate Computer Studies Student Checklist

Last Name: _____ First Name: _____

Student ID: _____ Phone: _____ Email: _____

Instructor: _____ Term: _____ Final Grade: _____

Learning Outcomes	Date completed	Read/Graded
Module 1: Keyboarding		/
Lesson 1.1 Ergonomics (Review from Comp 030)		/
Lesson 1.2 Learn To Touch Type		/
Assignment 1.2.1 Typing test		/5
Module 2: More About Computers		
Lesson 2.1 Basics of Using a Computer (Review from Comp 030)		/
Assignment 2.1.1 Applications		/5
Lesson 2.2 History of Computers		/
Lesson 2.3 Computer Terminology and Acronyms		/
Assignment 2.3.1 Computer terminology and acronyms		/6
Lesson 2.4 Another Look at Hardware and Software		/
Assignment 2.4.1 Hardware and software		/10
Lesson 2.5 Printer Overview (Review from Comp 030)		/
Module 3: Operating System Functions		
Lesson 3.1 Basics of an Operating System		/
Assignment 3.1.1 Operating systems		/10
Lesson 3.2 Managing Files and Folders		/
Lesson 3.3 The Cloud and Google Drive		/
Assignment 3.3.1 Folders		/5
Lesson 3.4 Maintaining Your Computer		/

Learning Outcomes	Date completed	Read/Graded
Assignment 3.4.1 Troubleshooting		/5
Module 4: Word Processing		
Lesson 4.1a Using Microsoft Word		/
Lesson 4.1b Using Google Docs		/
Assignment 4.1.1 Letter		/10
Assignment 4.1.2 Tri-fold flyer		/10
Assignment 4.1.3 Report		/10
Module 5: Electronic Communications		
Lesson 5.1 Browsing and Searching the Internet		/
Assignment 5.1.1. Google Chrome		/5
Lesson 5.2 E-mail with Attachments		/
Assignment 5.2.1 Send an email with an attachment		/5
Assignment 5.2.2 Open an attachment		/5
Lesson 5.3 Assessing Online Information		/
Assignment 5.3.1 Evaluate a website		/10
Lesson 5.4 Internet Privacy		/
Module 6: (Optional) Presentation Software		
Lesson 6.1a Using PowerPoint		/
Lesson 6.1b Using Google Slides		/
Assignment 6.1.1 A basic presentation		/10
Assignment 6.1.2 Your own presentation		/10
Module 7: (Optional) Spreadsheets		
Lesson 7.1a Using Excel		/
Lesson 7.1b Using Google Sheets		/
Assignment 7.1.1 Banking spreadsheet		/10
Assignment 7.1.2 Weather data spreadsheet		/10