Working Committee Meeting Summary Report
to the ABE Articulation Steering Committee 2016-2017

Committee Name:

- ***Computer Studies Articulation Working Committee***

Date and location of this year's meeting:

- **March 2-3, 2017 Vancouver Community College**

Attendance: In Person

- Pooja Gupta (Camosun) - present
- Becky Wayte (Capilano) - present
- Don Bentley (Capilano) - present (non-voting)
- Denise Regina (COTR) - present (via Skype)
- Holly Keutzer (NLC) - present
- Melissa Baird (Okanagan) - present
- Jan Oosterhof Contant (UFV) - present
- Brock Elliott (VCC) – present

Computer Studies Working Committee Changes are highlighted in yellow and can be seen in Appendix A

Courses reviewed:

- All Intermediate Computer Study Courses Marked "Pending" last year (See courses approved with pending status, below)
- Provincial Learning Outcomes
- Review of Fundamental Level Courses on Grid

New Courses Approved for the ABE Articulation Handbook Transfer Guide:

- UFV COMP 091 (Provincial Level) (changed)
- UFV COMP 092 (Provincial Level) New

Motion to approve: m/s/c

Courses Rearticulated: *i.e. Name of course; name of institution (as above)*

The following Fundamental courses meet articulation guidelines and will remain on the grid:

- CapU BCMP 021
- CapU CDCO 021
- NLC CPST 020
- Okanagan COST 060
- UFV COMP 061 & COMP 062
- Camosun COMP 030

Review of Intermediate Courses marked "Pending" last year.

- Camosun COMP 040 Approved
- UFV COMP 071 Approved
- Okanagan COST 070 Approved
- NLC CPST 030 Approved
- VCC COMP 0750 Approved

Courses approved with Pending status: *(please clearly identify what is pending, how and when it will be resolved)*

CNC (pending) COMP 030 Outline on File: Denise will check about EdCo approval (No Computer courses being offered this year)

Selkirk (pending) CPST 10/CPST 050 Denise will email Brad re mismatched numbers.

Changes to Learning Outcomes: (please specify what will come out and exact wording of what will go in to the ABE Articulation Handbook; include m/s/c)

- Updates to the ABE Articulation Handbook, Provincial Outcomes
  Changes to be highlighted in yellow, see Appendix B.

Issues/Trends/Opportunities Identified :

For the following courses, no course outlines received, and these courses are recommended to the Steering Committee for removal from the grid in 2018 if no course outlines are submitted in 2018:
NIC CPS 025
Northwest CPST 020
Selkirk CPST 02*

Corrections to the Fundamental (ALF) Grid
BCMP 021, CDCO 021 - these are correct
BCMP 031, CDCO 031 - these are intermediate courses, they should be removed from the Fundamental Grid
Add: Okanagan College, COST 060
Add: Camosun College COMP 040

Recommend to ABEASC that the following INTERMEDIATE courses should be removed from Computer Studies Transfer Guide, due to not having met the two year attendance requirement and no submission of an approved course outline. Moved by Jan, 2nd Denise. Passed

Nicola Valley: COMP 040
Thompson Rivers: COMP 040
Northwest: CPST 030
Native Education Centre: CST 041 & CST 051

From 2016 Working Group Minutes: *When a course is scheduled for re-articulation and the articulation representative doesn't present their institution's course at the Working Committee meeting, the Working Committee will notify the ABEASC on their WC Summary Report. Following their*

spring meeting, the ABEASC will notify the institution's articulation representative, the respective Dean and the SLP or DDDE Chair with a letter notifying them that the course is slated to be removed from grid at the next ABEASC meeting (one year later) if a rep does not present their institution's outline at the next WC meeting. m/s/c

Colleges are becoming very creative in finding ways to supplement student tuition in ABE with added funding options to short, inexpensive courses for upgrading. There is a mixed enrollment level depending on the location of college/university. Centers that are more rural are seeing a decline in ABE enrolment while others in urban centers are seeing an increase in student enrolments. Many retirees opening spaces for auxiliary instructors; fulltime employee numbers are down.

Action Taken*: (please include here any motions other than course approvals and changes to Handbook)*

1. Schedule for Computer Studies Courses Re-Articulation

	Learning Outcomes Revision	**Courses Re-articulated**	**2nd Chance**
2016	Fundamental	Intermediate	Provincial
2017	Provincial	Fundamental	Intermediate
2018	Advanced	Provincial	Fundamental
2019	Intermediate	Advanced	Provincial
2020	Fundamental	Intermediate	Advanced

Elections: *(eg. chair, co-chair, vice-chair)*

- 2017-18 - Denise Regina (Chair)
- 2017-18 - Becky Wayte (Co-Chair), 2018-19 Chair
- Motion to approve: m/s/c

Next year's meeting date and place:

March 1st and 2nd, 2018, Location TBA

All courses approved by a Working Committee must include the ABE articulated learning outcomes or a link to the learning outcomes in the Handbook, and they must have the institutions Education Council approval, represent all courses using that code taught at the institution, and must be presented by an institutional articulation representative.

Note: Place an electronic copy on the Adult Basic Education Articulation Steering Committee moodle site (ABEASC site- https://onlinelearning.kpu.ca/) and bring an electronic version to the meeting (on a lap top, on a flash drive etc.) Please post your summary on Moodle in **COMMITTEE FILES** not in DISCUSSIONS

Appendix A & B below
APPENDIX A
COMPUTER STUDIES WORKING COMMITTEE
Changes highlighted in yellow

CAMOSUN COLLEGE
Pooja Gupta
Tel: (250) 370-4915
Fax: (250) 370-3291
Email: GuptaP@camosun.bc.ca

CAPILANO UNIVERSITY
Becky Wayte, Co-Chair
Tel: (604) 986-1911 local 5901
Fax: (604) 984-1718
Email: bwayte@capilanou.ca

COLLEGE OF NEW CALEDONIA
Meizhong Wang
Tel: (250) 562-2131 local 5321
Fax: (250) 561-5816
Email: wangm@cnc.bc.ca

COLLEGE OF THE ROCKIES
Denise Regina, Chair
Tel: (250) 489-2751 Ext. 3643
Fax: (250) 489-1790
Email: dregina@cotr.bc.ca

DOUGLAS COLLEGE
Representative pending

KWANTLEN POLYTECHNIC UNIVERSITY
Newton Wainman
Tel: (604) 599-2176
Fax: (604) 599-2068
Email: newton.wainman@kpu.ca

NICOLA VALLEY INSTITUTE OF TECHNOLOGY
Stefan Zabek
Tel: 1-877-682-3300 (toll free)
Fax: (250) 378-3332
Email: szabek@nvit.bc.ca

NORTHERN LIGHTS COLLEGE
Holly Keutzer
Tel: (250) 788-2248 ext. 4319
Fax: (250) 788-9706
Email: hkeutzer@nlc.bc.ca

NORTHWEST COMMUNITY COLLEGE
Representative pending.
Tel: (250) ???-????
Email: ???@nwcc.bc.ca

OKANAGAN COLLEGE
Melissa Baird
Tel: (250) 762-5445
Fax: (250) 490-3950
Email: mbaird@okanagan.bc.ca

SELKIRK COLLEGE
Brad McVittie
Tel: (250) 365-1367
Fax: (250) 365-6568
Email: BMcVittie@selkirk.ca

THOMPSON RIVERS UNIVERSITY
Joseph Morong
Tel: (250) 371-5927
Fax: (250) 371-5514
Email: jmorong@tru.ca

UNIVERSITY OF THE FRASER VALLEY
Jan Oosterhof-Contant
Tel: (604) 504-7441 local 4248
jan.oosterhofcontant@ufv.ca

VANCOUVER COMMUNITY COLLEGE
Brock Elliott
Tel: (604) 871-7000 local 8546
Fax: (604) 871-7100
Email: belliott@vcc.ca

VANCOUVER ISLAND UNIVERSITY
Carol Ramey~~, Chair~~
Tel: (250) 753-3245 local 2495
Fax: (250) 740-6486
Email: Carol.Ramey@viu.ca

YUKON COLLEGE
New rep pending
Tel: (867) 456-8606
Fax: (867) 668-8828
Email: ??????@yukoncollege.yk.ca

APPENDIX B
GENERIC TOPIC OUTLINES
COMPUTER STUDIES

COMPUTER STUDIES: PROVINCIAL LEVEL - COMPUTER APPLICATIONS

Goal Statement

The goals for the Provincial Level Computing Studies are:

- to develop problem solving/critical thinking skills utilizing computer application software as a tool. Towards this end, project work will be emphasized.
- to build on computer software skills and outcomes as described by the learning outcomes of the advanced level computing studies.

Learning Outcomes

Because of the wide and ever expanding nature of computing applications, it is both impossible and undesirable to include all outcomes in a single course. A computing studies course at the provincial level will consist of a minimum of two from the following categories:

1. Current Technologies

It is expected that the learner will be able to:

- Ssearch all facets of the web efficiently (text, images, videos) for material relevant to a specific inquiry.
- Aanalyze websites critically for value, accuracy, potential malware, and bias.
- Ccritically evaluate “crowd sourcing” sites as research tools, e.g. opinions on consumer products, travel, health issues, political issues...
- Iidentify privacy & security issues related to social networking and an online presence.
- Eeffectively communicate with email utilizing: address books, distribution lists, cc: and bcc: fields, attachments, effective subject lines, spam control.
- Iidentify email examples of phishing and other online fraudulent activity.
- Uuse folder (directory) management techniques for computer files, email, etc.
- Ccompare and contrast a variety of techniques, hardware, and software that can be used to back-up computer data.
- Ddescribe the importance of operating system and driver patches, and the processes by which these patches are downloaded and installed.
- Ddescribe anti-virus and anti-malware software, virus &and malware risks, scheduled scans and automatic updates.

2. Publishing

It is expected that the learner will be able to:

- organize and present a variety of text, graphic, and other data following appropriate design and layout procedures
- demonstrate the use of templates, wizards, and other productivity tools
- merge documents and integrate tables, charts and graphics
- Know describe the various file formats used for text, graphics and publication files
- demonstrate the ability to change file formats where possible
- create, modify, and manipulate digital graphic images (e.g. scan, draw, paint)
- retrieve a graphic/animation/sound file through using either CD-ROM or the Internet
- apply, where appropriate, correct typographic principles involving font selection, point size, justification, kerning, bullets, and headers and footers
- generate cross references, footnotes, indexes and tables of contents where appropriate

3. Advanced Spreadsheets
It is expected that the learner will be able to:

- enter, format, and edit data
- use and write formulas
- create and modify charts
- create reports
- manage and analyze data
- create macros or use a programming language to customize a spreadsheet
- design a spreadsheet to analyze, interpret, and project outcomes in an applied situation

4. Database Management
It is expected that the learner will be able to:

- design and create flat file and relational databases
- maintain and modify the structure of existing databases
- correctly formulate queries
- create and edit forms
- create and edit reports
- ~~be aware of~~ explain various social and ethical issues involving databases

5. Networking
The learner will be able to:

- state advantages and disadvantages of using networks
- describe different network configurations (~~printer network,~~ LAN, WAN, etc.)
- describe and diagram different network topologies (point-to-point, star, bus, etc.)
- describe the advantages and disadvantages of different network data transmission media (twisted pair, coaxial cable, optical fibre, and wireless)
- list and describe common network operating systems and network protocols
- describe various server models, including file servers and client/server systems
- list Internet/intranet similarities and differences
- describe management issues, including traffic analysis and security

6. Programming*
***A Note of Caution:** The Programming option must not be considered as equivalent to or as a replacement for the Computer Science course articulated at the provincial level. This option introduces the learner to programming fundamentals. The learner will write programs in a high level language that demonstrate output only and input-process- output operations. While the emphasis of the Computer Science course is software engineering, this option focuses primarily on the elements of programming.
It is expected that the learner will be able to:

- test, debug, and modify program code
- define data types and assign meaningful identifiers to constants and variables
- use input statements to access the keyboard and use output statements to display text and graphics
- use conditional expressions to alter program flow
- use iteration structures to create loops
- write simple procedures
- write programs to demonstrate mathematical processing and simple character and graphic manipulations

7. Graphics

It is expected that the learner will be able to:

- acquire images using a scanner
- operate a digital camera and/or camcorder
- describe important specifications of a digital camera, including megapixels, optical zoom, and digital zoom
- transfer digital pictures to a computer
- change ~~demonstrate understanding of~~ the resolution of a digital image
- change ~~demonstrate understanding of~~ the aspect ratio of a digital image
- identify various graphic file formats and perform conversions from one type to another
- crop, resize, and rotate a digital ~~picture~~ image
- ~~resize a digital image~~
- ~~rotate a digital image~~
- convert a colour image to a ~~grey scale~~ grayscale image
- adjust brightness and contrast of a digital photograph
- apply a variety of filter effects to a digital photograph

8. Online Technologies

It is expected that the learner will be able to:

- ~~D~~develop an online electronic portfolio which contains projects that demonstrate ~~the learner's~~ proficiency with computer software~~.~~
- ~~D~~describe the concept of cloud computing, and utilize cloud-based applications such as~~:~~ word processing, spreadsheets, online collaboration, photo-editing, online storage~~.~~
- ~~U~~utilize electronic means for time and calendar management, task (to do) lists, user ID management, notes, and bookmark (favourite) synchronization~~.~~
- ~~C~~create and publish a blog, which includes text, pictures, and hyperlinks~~.~~
- ~~A~~add and update an entry on a wiki~~.~~
- ~~C~~create and publish an online video ~~(podcast).~~
- ~~D~~describe software that can be used to remotely access another computer~~.~~
- ~~D~~describe the process for setting up a home wireless network, configuring encryption, and having computers connect to the network. Connect to wireless networks in other locations~~.~~
- ~~D~~describe the benefits of Bluetooth technology, examples of Bluetooth devices, and Bluetooth setup procedures~~.~~
- ~~C~~compare and contrast various mobile computing technologies

9. Web Publishing

It is expected that the learner will be able to:

- create web pages to present text, graphics, and other data using appropriate design and layout
- ~~appropriately~~ use fonts, font sizes, headings, justification, and tables in a web page appropriately
- use both a WYSIWYG editor and an HTML editor in the creation of web pages ~~(as appropriate)~~
- recognize the various file formats used for text, graphics, sound, and animation
- create, modify, and manipulate graphic images (e.g. ~~re-size~~ resize, compress, crop, change format)
- locate and retrieve files (graphics, animations, sounds) from the Internet
- ~~demonstrate an understanding of~~ explain the implications of copyright ~~&~~ and copyleft (e.g. GNU GPL, Creative Commons, etc.) ~~with respect to the re-use of resources on the Internet~~

- create hyperlinks on text and graphics
- ~~create hyperlinks on graphics~~
- create internal (relative) and external (absolute) hyperlinks in a web page
- create a navigation scheme to move between web pages on a web site
- ~~utilize~~ use accessibility features (e.g. alt text)
- ~~Employ~~ use meta tags (e.g. description, keywords, title)

Optional:

- use JavaScript in web pages
- ~~employ~~ use Cascading Style Sheets (CSS)
- use templates, ~~"wizards"~~ wizards, and other productivity tools in the creation of web pages
- create an image map

10. Digital Art and Graphics

It is expected that the learner will be able to:

- create basic digital shapes
- describe the difference between bitmap and vector images
- select, move, and align objects
- transform objects, including rotation, scaling, and reflecting
- create and format graphic text
- position text on a path
- create colours and gradients
- apply colours and gradients to text and other digital objects
- draw straight and curved lines
- trace a scanned object or digital photograph
- create and manipulate layers

Motion to approve the above changes: m/s/c