

Minutes

2011 Computer Studies Articulation Meeting

Location: Thompson Rivers University; Kamloops Campus
900 McGill Road
Kamloops, BC V2C 5N3

Date: February 21st – 22nd, 2011

Meeting Participants:

- Bryan Richards – Thompson Rivers University (Committee Chair)
- Marc Bissley – Camosun College
- Don Bentley – Capilano University
- Brad McVittie – Selkirk College
- Debbie Taylor – Northwest Community College
- Beverly Jones Redekop – University of the Fraser Valley
- Joseph Morong – Thompson Rivers University

Regrets:

- Meizhong Wang – College of New Caledonia
- Ed Swanson – College of the Rockies
- Peter Pike – Nicola Valley Institute of Technology
- Catherine Mooney – Northern Lights College
- Ruth Chambers – Okanagan College
- Archana Acharya – Vancouver Island University

1. Preliminaries

- Welcome from Bryan Richards, Committee Chair
- Introduction of meeting attendees
- Reports on regional activities by attending institutes
- Discussion of Learning Management software used within each institute
- ABE Computing Studies membership contact list updated as required
- A brief tour of TRU ABE Learning Centre was conducted

2. The Meeting Agenda was adopted as proposed.

3. Reduction in ABE Computer Studies Meeting participation

- Nicola Valley Institute of Technology: Representative Peter Pike not sent and has not been assigned courses at NVIT for the past year. Alternate not sent.
- Northern Lights College – Funds not made available by NLC to send representatives to articulation meetings this year.

- Vancouver Island University – Computing courses no longer taught at the ABE level. Situation to be reassessed by VIU next year. Representative has currently not been assigned a teaching load.
- Northwest Community College – Although a representative was sent to this year's meeting, it is to be noted that NWCC strongly prefers future meetings to be held on the Lower Mainland due to costs.

4. Changes to the ABE Articulation Handbook

- Bryan Richards moved that a “Digital Art and Graphics” module be added to the list of categories from the Applied Provincial Level generic outline. Seconded by Brad McVittee. Motion passed. Topic list for new category presented, discussed, altered and approved. (see addendum) Motion: Don Bentley, seconded by Beverly Jones Redekop, passed.
- Debbie Taylor motion that the existing Provincial (Applied Computer Studies) “Publishing/Presentation” module be split into separate “Desktop Publishing” and “Web Page Design” modules. Seconded by Don Bentley, passed. Debbie and Don to develop a topic list for the Web Page Design module. The “Desktop Publishing” topic list to be adapted from the existing “Publishing/Presentation” module by Bryan Richards.
- Moved by Marc Bissley that a “Software Maintenance” optional topic be added to the Fundamental, Intermediate and Advanced levels. This topic would encompass items such as keeping software updates current, emptying Internet browser temporary files, defragmenting hard drives and backing up a computer. Seconded by Joseph Morong, passed.
- Bryan Richards served notice that all TRU courses now have an extra “0” digit appended to their course numbering. The purpose of this is to distinguish traditional classroom courses (appended with a “0”) from Open Learning courses (appended with a “1”). Existing TRU courses from the “Computer Studies Transfer Guide” are to reflect this change in the next ABE Articulation Handbook.

5. Course Approval for the ABE Articulation Handbook Transfer Guide

- Debbie Taylor of Northwest Community College presented CPST021 (First Nations Artist Computer Studies 021) for adoption at the Fundamental level. The NWCC First Nations Artist program involves learning the basic skills necessary to market and sell First Nations artwork. Moved by Beverly Jones Redekop and seconded by Marc Bissley. Motion passed and course approved.
- Debbie Taylor of Northwest Community College presented CPST031 (First Nations Artist Computer Studies 031) for adoption at the Intermediate level. Moved by Beverly Jones Redekop and seconded by Marc Bissley. Motion passed and course approved.
- Bryan Richards of TRU presented COMP0640 (Introduction to Computer Art and Graphics) for adoption at the Applied Provincial level. The course utilizes Computer Graphic and Photo Manipulation software. Moved by Don Bentley, seconded by Debbie Taylor. Motion passed and course approved.
- Bryan Richards of TRU proposed changes to its existing COMP0650 (Introduction to Desktop and Web Publishing) course. The Photo manipulation component was removed (now part of COMP0640) and more material assigned to Web page publishing. Moved by Brad McVittee, seconded by Don Bentley. Motion passed and changes to the course were approved.

6. Meeting Close

- The 2012 meeting will be held at Capilano University. Date to be determined. Don Bentley will take over as Committee Chair.
- The 2013 meeting will take place at the University of the Fraser Valley. Date to be determined. Beverly Jones Redekop will take over as committee chair at that time.

Post Meeting Business

Shortly after the annual 2011 CSWC meeting, a request was received from VCC for inclusion of two new VCC courses (COMP 0311 & COMP 0312) for inclusion on this year's grid at the Fundamental Level. In keeping with past practice, these two course outlines were distributed to the members of the committee via email for consideration. The results received from the email poll were unanimous in recommending these courses be included on the grid.

Addendum

Part A: Updates to ABE Articulation Handbook

2011 Additions in **BLUE**, deletions in **RED**

Computer Studies: Fundamental Level - Computer Skills

E. Options

- Identify software maintenance issues (software updates and patches, deleting browser cache and history files, defragmenting hard drives, backing up important files, etc.).

Computer Studies: Intermediate Level - Computer Skills

F. Options

- Identify software maintenance issues (software updates and patches, deleting browser cache and history files, defragmenting hard drives, backing up important files, etc.).

Computer Studies: Advanced Level

Options

6. Software Maintenance

It is expected that learners will be able to:

- Identify software maintenance issues (software updates and patches, deleting browser cache and history files, defragmenting hard drives, backing up important files, etc.).

Computer Studies: Provincial Level - Computer Applications

2. Desktop Publishing/~~Presentation~~

~~Learning outcomes shall be applied to one or more of the following:-~~

~~A. advanced word processing-~~

~~B. desktop publishing-~~

~~C. World Wide Web (HTML) publishing-~~

~~D. multimedia presentation-~~

It is expected that the learner will be able to:

- organize and present a variety of text, graphic and other data ~~(e.g. animation and sound)~~, 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 the various file formats used for text, graphics, ~~sound, animation~~ 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, headers and footers
- generate ~~links~~, cross references, footnotes, indexes and tables of contents where appropriate

~~HTML Option: learn and be able to apply Java Script to HTML documents.~~

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
- 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, compress, crop, change format)
- locate and retrieve files (graphics, animations, sounds) from the Internet
- demonstrate an understanding of the implications of copyright & copyleft (e.g. GNU GPL, Creative Commons, etc.) with respect to the re-use of resources on the Internet
- create hyperlinks on text
- 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 accessibility features (e.g. alt text)
- employ meta tags (e.g. description, keywords, title)

Optional:

- use JavaScript in web pages
- employ Cascading Style Sheets (CSS)
- use templates, “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

Part B: Learning Resources identified at Meeting

Web Links

- Microsoft Audio Tutorials
- <https://www.dropbox.com/>
- <https://www.transferbigfiles.com/>
- <http://www.screenr.com> (screen casting)
- http://www.bbc.co.uk/learning/subjects/information_technology.shtml
- <http://www.bbc.co.uk/webwise/courses/>
- <http://www.bbc.co.uk/webwise/>
- <http://duckduckgo.com/> (search engine)
- <http://www.oercommons.org/>
- <http://solr.bccampus.ca/wp/>
- <http://solr.bccampus.ca/wp/2010/10/05/oer-handbook-for-educators/>
- <http://ceet.ca/>
- <http://www.ted.com/>
- <http://portableapps.com>
- <http://www.officelive.com/en-us/> (document sharing)
- <http://www.slax.org/>

Conference

- <http://www.icicte.org/> ICICTE 2011 • Rhodes, Greece • 7 – 9 July, 2011

Software

- <http://www.faronics.com> (Insight & Deep Freeze)
- Filezilla (Web Page & FTP file management)

Photo Editing

- <http://www.picnik.com/>
- Inkscape
- Gimp

History

- IBM after 100 years: <http://www.youtube.com/watch?v=39jtNUGgmd4>
- BBC

Web Page Editing

- Trellian (free)
- Blue Griffin (free)
- <http://www.coffeecup.com/html-editor>
- <http://www.seamonkey-project.org/>
- <http://netobjects.com/html/essentials.html>
- <https://www.google.com/accounts/ServiceLogin?continue=http%3A%2F%2Fsites.google.com%2F&followup=http%3A%2F%2Fsites.google.com%2F&service=jotspot&passive=true&ul=1>
- <http://webhostingworld.net/>

Privacy

- [Fippa.bcampus.ca](http://fippa.bcampus.ca) – Privacy-based cloud and technology

Security

- Electronic Pickpocket: <http://www.wreg.com/videobeta/?watchId=8ba6f8fc-90a2-4711-90ea-1884ec348310>

Typing Programs

- MaxType LITE
- Typing Web – online, tracks lessons, etc.
- Sence-Lang.org