

Standard  Institutionally Developed College: N/A

EDGE Compatible: Yes

**Pre-requisites**

**Co-requisites**

**Course Description**

Introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use. Topics include an introduction to computer terminology, the Windows environment, Internet and email, word processing software, spreadsheet software, database software, and presentation software.

**Course Length**

	Minutes	Contact Unit
Lecture:	750	
Lab 2:	3000	
Lab 3:	0	
Practicum/Internship:	0	
Clinical:	0	
Total:	3750	3

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Semester Credit Hours: 3

**Competencies**

Order	Description	Lecture	Lab2	Lab3	Practicum/ Internship	Clinical	Total Minutes	Semester Credit Hrs
1	Computer Terminology	75	0	0	0	0	75	0
2	Introduction to the Windows Environment	150	600	0	0	0	750	0
3	Introduction to Internet and Email.	75	300	0	0	0	375	0
4	Introduction to Word Processing Software	150	700	0	0	0	850	0
5	Introduction to Database Software	75	300	0	0	0	375	0
6	Introduction to Spreadsheet Software	150	700	0	0	0	850	0
7	Introduction to Presentation Software	75	400	0	0	0	475	0
8		0	0	0	0	0	0	0

Order	Description	Lecture	Lab2	Lab3	Practicum/ Internship	Clinical	Total Minutes	Semester Credit Hrs
<b>Totals for Course COMP 1000 - Introduction to Computers ( version 201003 ):</b>		750	3000	0	0	0	3750	3

## Learning Outcomes

Computer Terminology			
Order	Description	Learning Domain	Level of Learning
1	Identify the many uses of computers.	Cognitive	Knowledge
2	Describe the purpose of an operating system.	Cognitive	Knowledge
3	Describe the three basic elements of data processing (i.e. input, process, output).	Cognitive	Knowledge
4	Identify the functional units of a computer system (i.e. the processor, input devices, output devices, and secondary storage devices.)	Cognitive	Knowledge

## Introduction to the Windows Environment

Order	Description	Learning Domain	Level of Learning
1	Use the Windows interface.	Cognitive	Application
2	Demonstrate the ability to access a variety of software applications using the graphical user interface (GUI) features (i.e. the ability to have multiple applications open at any given time and switch from application to application).	Psychomotor	Guided Response
3	Demonstrate the ability to use file management skills.	Psychomotor	Guided Response

## Introduction to Internet and Email.

Order	Description	Learning Domain	Level of Learning
1	Describe the purpose of computer networking.	Cognitive	Knowledge
2	Demonstrate ability to access and use the Internet.	Psychomotor	Guided Response
3	Access and demonstrate email.	Psychomotor	Guided Response
4	Access and demonstrate online learning management systems.	Psychomotor	Guided Response

## Introduction to Word Processing Software

Order	Description	Learning Domain	Level of Learning
1	Describe the purpose of word processing software.	Cognitive	Knowledge
2	List the typical functions performed by word processing software.	Cognitive	Knowledge
3	Demonstrate how to create, use, and save a document.	Psychomotor	

Order	Description	Learning Domain	Level of Learning
			Guided Response
5	Demonstrate formatting options (i.e., typeface, font and point size, setting margins and tabs, line spacing, and justification).	Psychomotor	Guided Response
6	Demonstrate how to modify and print a document.	Psychomotor	Guided Response
7	Demonstrate the spell check feature.	Psychomotor	Guided Response

#### Introduction to Database Software

Order	Description	Learning Domain	Level of Learning
1	Describe the purpose of database software.	Cognitive	Knowledge
2	List typical functions performed by database software.	Cognitive	Knowledge
3	Demonstrate how to use a database.	Psychomotor	Guided Response

#### Introduction to Spreadsheet Software

Order	Description	Learning Domain	Level of Learning
1	Describe the purpose of spreadsheet software.	Cognitive	Knowledge
2	List typical functions performed by spreadsheet software.	Cognitive	Knowledge
3	Demonstrate how to create and save a spreadsheet.	Psychomotor	Guided Response
4	Demonstrate how to modify and print a spreadsheet.	Psychomotor	Guided Response
5	Demonstrate the graphical feature of the spreadsheet software.	Psychomotor	Guided Response

#### Introduction to Presentation Software

Order	Description	Learning Domain	Level of Learning
1	Describe the purpose of presentation software.	Cognitive	Knowledge
2	Demonstrate how to create, modify, and format a presentation.	Psychomotor	Guided Response
3	Demonstrate how to modify a presentation using custom animation techniques.	Psychomotor	Guided Response

No Learning Outcomes entered for this Course Competency.

#### References

Order	Reference Type	Description
1	Book with Author(s) Listed	Beskeen, Cam, Duffy, Friedrichsen, Reding. (2010). Microsoft office 2007: Illustrated introductory. (?). Boston, MA: Cengage Learning.