

COURSE OUTLINE

Computer Basics

Course Description

BE 060. Computer Basics. 1 hour credit. This course will enable the student to obtain competency in basic computer operation. This class is for the student who has never used a computer or has limited use of the Windows operating system. Topics covered include computer systems, operating systems, processing speed, computer literacy, basic mouse and keyboard usage, floppy disk media, CD-ROM media, proper CD handling, shut down process, drive letters, file names and directories, and computer storage.

Course Relevance

In today's technology-driven society, it is extremely important to be computer literate. This course will build the initial foundation of basic skills needed to be competent in everyday life. After completing this class, the student should have an understanding of the basics of computers, how technology is changing the world in which we live, and the importance of the Internet.

Required Materials

Wells, D. and Ambrose, A., (2009). *Computer concepts BASICS*. (4th ed.). Boston, MA: Course Technology.

Supplemental Materials

SAM 2007 Assessment, version 3.1, Boston, MA: Thomson Course Technology.

Learning Outcomes

The intention is for the student to be able to:

1. Perform basic computer operations necessary to be successful in additional computer courses.
2. Develop skills necessary to be successful in additional computer courses.

Learning PACT Skills that will be DEVELOPED and documented in this course

Through involvement in this course, the student will develop ability in the following PACT skill area(s):

Technology Skills

1. General computer use
 - Through the development of computer competency, the student will demonstrate knowledge and appropriate use of hardware components, software programs, and their connections.

Major Summative Assessment Task(s)

These learning outcome(s) and the Learning PACT skill(s) will be demonstrated by:

1. Completing a comprehensive assessment measuring basic computer competency.

Course Content

- I. Skills/Competencies – Actions that are essential to achieve the course outcomes:
 - A. Define basic computer terminology
 - B. Describe the major features of the Internet
 - C. Identify computer system components
 - D. Differentiate between RAM and ROM
 - E. Turn the computer on/off correctly and safely
 - F. Launch and quit applications
 - G. Demonstrate proper mouse usage
 - H. Identify parts of a window
 - I. Simultaneously work with multiple applications and multiple windows
 - J. Distinguish the parts of the standard keyboard
 - K. Illustrate the difference between save and save as
 - L. Open, close, and print files
 - M. Define word wrap
 - N. Copy, move, rename, and delete files
 - O. Utilize the search feature of Windows
 - P. Identify input and output devices
 - Q. Identify and describe uses of different storage devices
 - R. Safe handling and backup procedures for storage media
 - S. Distinguish between software and hardware
 - T. Describe operating systems for microcomputers

Learning Units

- I. Computers and computer literacy
 - A. Computer systems
 - B. Computer literacy
 - C. History
 - D. Communications and beginning of internet
 - E. Future
- II. The internet
 - A. Evolution
 - B. Major features
- III. How a computer processes data
 - A. System components
- IV. Keyboarding
 - A. Layout
 - B. Display computer screen
 - C. Save
 - D. Print
 - E. Exit

F. Retrieval

V. Input, output, and storage

A. Input devices

B. Output devices

C. Storage devices

D. Removable storage media

VI. Operating systems and software

A. Hardware vs. software

B. Operating systems

Learning Activities

Learning activities will include lecture, demonstrations, team and individual projects, lab activities and other activities at the discretion of the instructor.

Grade Determination

The student will be graded on completion of the tasks, learning activities, tests, and other methods of evaluation at the discretion of the instructor.