COURSE INFORMATION FORM

DISCIPLINE: Computer Software
COURSE TITLE: Introduction to Personal Computing

CR.HR: 1 LECT HR: 0.5 LAB HR: 1 CLIN/INTERN HR: CLOCK HR: 

CATALOG DESCRIPTION
This course provides a basic introduction to the personal computer. Through the use of lecture, demonstration, and hand-on experience, the student will be introduced to microcomputer hardware, operating systems, and several applications, including word processing, spreadsheet, and database.

PREREQUISITES
None.

EXPECTED STUDENT OUTCOMES IN THE COURSE
Upon completion of this course, the student will be able to:
1. Identify basic components of a typical microcomputer system.
2. Boot the operating system and use a core subset of the operating system commands.
3. Define and describe the use of word processors, spreadsheets, and databases.
4. Load and use fundamental operations of a word processor, spreadsheet, and database.
CLASS-LEVEL ASSESSMENT MEASURES
Student accomplishment of expected student outcomes will be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

1. Hands-on application projects (1,2,4)
2. Topical quizzes/tests (1-4)

PROGRAM-LEVEL OUTCOMES ADDRESSED

General Education Outcomes
Specify which general education outcomes, if any, are substantially addressed by the course by completing the “Course/Program Assessment Matrix” to show the relationship between course and program outcomes and assessment measures.

Occupational Program Outcomes
Specify which occupational program outcomes, if any, are substantially addressed by the course by completing the “Course/Program Assessment Matrix” to show the relationship between course and program outcomes to assessment measures.
Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than on others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allow. An *asterisk can be used to mark an item as optional.

I. Personal Computer Hardware and Terminology
   A. RAM memory
   B. Keyboards
   C. Mouse
   D. Hard drive
   E. Floppy disks
   F. Networks
   G. Printers

II. Getting started with Microsoft Works
    A. Learning keyboard and mouse procedures
    B. Learn the elements a Microsoft window
    C. Learning to start and exit Works
    D. Learning to exit Windows

III. Using Word Processing
     A. Starting the word processor
     B. Entering text and saving documents
     C. Moving around the document
     D. Editing text
     E. Moving and copying text
     F. Printing and closing a document
     G. Adding page numbers, headers, footers, and footnotes
     H. Using spell-check and thesaurus

IV. Introduction to Spreadsheet Basics
    A. Becoming familiar with the spreadsheet window
    B. Moving around a spreadsheet
    C. Entering data and saving a spreadsheet
    D. Modifying the contents of a cell
    E. Cutting, copying, and pasting a range of cells
    F. Becoming familiar with formulas
    G. Formatting a cell
    H. Setting a column width
I. Closing, printing, and opening an existing spreadsheet
J. Creating a chart
K. Changing the chart type
L. Adding chart titles, labels, and legends

V. Database Basics
   A. Understanding databases
   B. Creating a database
   C. Editing data in list view
   D. Searching a database
   E. Sorting a database
   F. Formatting a database
   G. Using database queries
   H. Creating and modifying a database report