

EASTERN ARIZONA COLLEGE

Computers for Beginners

Course Design
2018-2019

Course Information

Division	Business
Course Number	CMP 099
Title	Computers for Beginners
Credits	2
Developed by	Scott Russell /Revised by Ray Baxter
Lecture/Lab Ratio	1 Lecture/2 Lab
Transfer Status	Non-transferable
Activity Course	Yes
CIP Code	11.0100
Assessment Mode	Pre/Post Test (20 Questions/ 20 Points)
Semester Taught	Upon Request
GE Category	None
Separate Lab	No
Awareness Course	No
Intensive Writing Course	No
Diversity and Inclusion Course	No

Prerequisites

None

Educational Value

This course has been designed for the true beginning computer user. Students will complete hands-on learning activities using a computer in a supportive lab setting.

Description

A first course for beginning computer users designed to introduce students who have never used a computer to the basic elements of running a computer in a comfortable, structured manner with significant instructor support in the lecture/demonstration mode.

Supplies

Flash Drive

Competencies and Performance Standards

1. Discuss the types of personal computers and their advantages and disadvantages.

Learning objectives

What you will learn as you master the competency:

- a. Discuss the types of personal computers available and their advantages and disadvantages.
- b. Navigate the Internet to become aware of the types of personal computers available and their advantages and disadvantages.

Performance Standards

Competence will be demonstrated:

- o by successful discussion of the types of personal computers available and their advantage and disadvantages
- o by successful completion of final exam

Criteria - Performance will be satisfactory when:

- o learner discusses the types of personal computers available and their advantages and disadvantages
- o learner navigates the Internet to become aware of the types of personal computers available and their advantages and disadvantages

2. Identify system properties and information.

Learning objectives

What you will learn as you master the competency:

- a. Discuss a computer's hardware as it relates to the operating system, processor, and RAM.
- b. Identify the operating system and version, brand name and processor speed, and amount of RAM as it relates to a personal computer.
- c. Discuss the difference between a computer's memory and storage capacity.

Performance Standards

Competence will be demonstrated:

- o by successful discussion in class of the hardware components related to a personal computer
- o by being able to describe the difference between a computer's RAM and storage capacity

Criteria - Performance will be satisfactory when:

- o learner discusses a computer's hardware as it relates to the operating system, processor, and RAM
- o learner identifies the operating system and version, brand name and processor speed, and amount of RAM as it relates to a personal computer
- o learner discusses the difference between a computer's memory and storage capacity

3. Use an email program for communication and maintaining contacts

Learning objectives

What you will learn as you master the competency:

- a. Use an email program as a communication tool.

- b. Use an email program to store email addresses and other contact information.
- c. Express the difference between using web based email and an email client.
- d. Explain the practices of email etiquette.

Performance Standards

Competence will be demonstrated:

- o by composing and sending an outgoing message to one or more recipients
- o by receiving and reading an incoming message
- o by forwarding a message
- o by replying to a message
- o by using the Contact list to store and retrieve information
- o by creating a distribution list

Criteria - Performance will be satisfactory when:

- o learner composes and sends an email message to one or more recipients
- o learner receives and reads an incoming message
- o learner forwards a message to one or more recipients
- o learner replies to a message
- o learner uses Contact list to retrieve a recipient's name
- o learner creates a distribution list of contact names

4. Open and use an integrated software package.

Learning objectives

What you will learn as you master the competency:

- a. Recognize icons on desktop, taskbar, or Start menu, which represent a component of an integrated software package.
- b. Activate the component.

Performance Standards

Competence will be demonstrated:

- o by the completion of exercises using components of the integrated package

Criteria - Performance will be satisfactory when:

- o learner recognizes icons on desktop, taskbar, or Start menu representing a component of an integrated software package
- o learner activates and uses the component of an integrated package

5. Create basic word processing documents.

Learning objectives

What you will learn as you master the competency:

- a. Describe a word processor.
- b. Enter and modify text.
- c. Select tabs and choose various commands.
- d. Create a new document, and save it by choosing a file name, location, and type.
- e. Open, re-save, and close a file.
- f. Use the scroll bars to view hidden parts of a document.

- g. Use the formatting icons for adjusting font size and types, and paragraph styles.
- h. Copy and/or move blocks of text.
- i. Use keyboard shortcuts related to “cut, copy and paste” of text.
- j. Use bulleted and numbered lists.

Performance Standards

Competence will be demonstrated:

- o by the completion of class assignments using required features
- o by participating in class lecture/demos
- o by the successful completion of final exam

Criteria - Performance will be satisfactory when:

- o learner describes a word processor
- o learner enters and modifies text
- o learner selects tabs and chooses different commands from them
- o learner creates a new document, and saves it by choosing a file name, location, and type
- o learner opens, re-saves, and closes a file
- o learner uses the scroll bars to view hidden parts of a document
- o learner uses the formatting icons for adjusting font size and types, and paragraph styles
- o learner copies and/or moves blocks of text
- o learner uses keyboard shortcuts related to “cut, copy and paste” of text
- o learner uses bulleted and numbered lists

6. Use the Internet.

Learning objectives

What you will learn as you master the competency:

- a. Define the Internet and the World Wide Web.
- b. Explain the role of ISP's, web browsers, and search engines.
- c. Create a home page.
- d. Access specific websites.
- e. Search for a topic of interest.

Performance Standards

Competence will be demonstrated:

- o by the completion of class assignments as directed
- o by participating in class discussions
- o by the successful completion of final exam

Criteria - Performance will be satisfactory when:

- o learner defines the Internet and the World Wide Web
- o learner defines the role played by ISP's, web browsers, and search engines
- o learner creates a home page
- o learner accesses a specific website
- o learner uses a search engine to find information related to a topic of interest

7. Organize files.

Learning objectives

What you will learn as you master the competency:

- a. Organize files using folders and sub-folders.
- b. Move files between folders and sub-folders.
- c. Change the way files can be viewed.
- d. Use a flash drive, a portable hard drive, and cloud storage for backup purposes and to store files offsite.

Performance Standards

Competence will be demonstrated:

- o by understanding how the four main folders (libraries) are used
- o by organizing files using folders and sub-folders
- o by moving files between folders and sub-folders
- o by using different views when looking at file information
- o by using an external drive or cloud storage for backup purposes

Criteria - Performance will be satisfactory when:

- o learner organizes files using folders and sub-folders
- o learner moves files between folders and sub-folders
- o learner changes the view when looking at file information
- o learner uses an external drive or cloud storage for backup purposes

Types of Instruction

Classroom Presentation/Lecture Demonstration

On-hands activities in lab setting

Grading Information

Grading Rationale

Assignments/Quizzes/Attendance: 90%

Posttest: 10%

Grading Scale

You may choose to take this course as Pass/Fail.

A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
Pass	70% or greater
Fail	Less than 70%