



CSIT 100 - COMPUTER BASICS I

Units Lecture	1.50	Units Lab	0.00	Units Total	1.50
Total Hrs Lecture	24.80	Total Hrs Lab	0.00	Total Course Hrs	24.80

COURSE DESCRIPTION

This first in a two-course sequence is intended for students wishing to develop or strengthen their basic computer skills. Topics include basic computer techniques and literacy in computer concepts, Windows, working with files and folders, word processing, browsing and searching the Web, sending and receiving email, and academic computing course management systems, such as Blackboard. Upon successful completion of the course, students will be prepared for CSIT 105, Computer Basics II.

ENROLLMENT RESTRICTIONS

PREREQUISITES

COREQUISITES

ADVISORIES

OUTLINE OF COURSE CONTENT

The course will address the following topics:

- I. Understanding the computer
 - A. Brief computer history
 - B. Computer components, specifications, and operations
 - C. Using the mouse and keyboard
 - D. Setting up a new computer
 - E. Turning computer off/on properly.
- II. Desktop and Windows basics
 - A. Desktop
 - B. Taskbar and start menu
 - C. Open, close, resize, and move windows
 - D. Menus, buttons, bars, and boxes
 - E. Windows help system.
- III. Applications, files, and folders basics
 - A. Open and close various applications
 - B. Folder and file organization overview
 - C. My documents
 - D. Moving, copying, deleting, and restoring files
 - E. Basic USB storage device overview.
- IV. Word processing basics
 - A. Open and close document
 - B. Typing text and cut, copy, and paste
 - C. Save; Save As
 - D. Printing
 - E. Word processing help system.
- V. Web browser basics
 - A. Connecting to the Internet
 - B. Address bar and hyperlinks
 - C. Keyword searches
 - D. Bookmarks
 - E. History view.

VI. Sending and receiving email basics

- A. Webmail
- B. Inbox; outbox
- C. Basic security overview
- D. Downloading files
- E. Attachments
- F. Basic professional email etiquette standards.

VII. Academic computing basics

- A. Course management systems and tools
- B. Academic system course registration and search tools
- C. On-campus print accounts
- D. On-campus help desk.

PERFORMANCE OBJECTIVES

Upon successful completion of this course, students will be able to do the following:

- 1). Examine the basic components of a computer and operate basic features, such as the keyboard, mouse, and off/on button
- 2). Demonstrate and then document how Windows can be used to open applications and organize files and folders
- 3). Plan and create a basic word processing document using word processing software
- 4). Investigate a computer-related issue using a Web browser and keyword searches
- 5). Compose and send an email with attachment using professional email etiquette standards
- 6). Use the tools, such as the discussion board, chat, and drop box of an academic course management system, such as Blackboard.

READING ASSIGNMENTS

Reading assignments will be consistent with, but not limited by, the following types and examples:

- 1). Read about professional email etiquette standards in the class text and compose and send an email that integrates these standards
- 2). Read about how to work with files and folders in the class text and follow step-by-step instructions to create three files and organize them within one folder and two sub folders.

WRITING ASSIGNMENTS

Writing assignments will be consistent with, but not limited by, the following types and examples:

- 1). Write a discussion board post that answers a computer-related question using the discussion board feature within an academic course management system
- 2). Compare and contrast a computer-related issue from the class text with a computer-related issue published in a major newspaper; use a word processor to identify and summarize basic findings.

OUTSIDE-OF-CLASS ASSIGNMENTS (READING/WRITING/OTHER)

Outside-of-class assignments will be consistent with, but not limited by, the following types and examples:

- 1). Complete reading, tutorial, and computer assignments to perform Web searches
- 2). Complete reading, tutorial, and computer assignments to send and receive email with attachments.

STUDENT LEARNING OUTCOMES

<i>Learning Outcome</i>	<i>Mode of Assessment</i>
1. The student will be able to plan and create a basic word processing document using word processing software.	1. Work to be assessed using an individual or discipline rubric.
2. The student will be able to compose and send an email with file attachment using professional email etiquette standards.	2. Work to be assessed using an individual or discipline rubric.
3. The student will be able to investigate a computer-related issue using a Web browser and keyword searches.	3. Work to be assessed using an individual or discipline rubric.



METHODS OF INSTRUCTION

Instructional methodologies will be consistent with, but not limited by, the following types or examples:

- 1). Instructor-guided lecture and hands-on instruction in using an email application to write and send an email with file attachment followed by discussion about how to effectively make use of professional email etiquette standards
- 2). Use of peer review groups to compare emails; instructor-guided discussion and lecture to facilitate assessment and critique of extent to which composed emails meet professional email etiquette standards.

METHODS OF EVALUATION

Evaluation methodologies will be consistent with, but not limited by, the following types or examples:

- 1). Evaluation of basic computer skills and techniques based on submission of basic word processing files as compared to course content grading rubric competencies
- 2). Evaluation of contributions to class discussion and group work
- 3). Evaluation of written emails for relevancy, coherency, and accuracy as based upon professional email etiquette standards.

REQUIRED TEXTBOOKS

Examples of typical textbooks for this course include the following:

- 1). Stolins, Russel. Welcome to the World of Computers. 2nd ed., Labyrinth Learning, 2008. ISBN: 1591361516
- 2). Parson, June. Practical PC. 5th ed., Course Technology, 2008. ISBN: 1423925114

OTHER REQUIRED INSTRUCTIONAL MATERIALS

None.

COURSE REPEATABILITY

Total Completions Allowed:

1

In Combination With: