



COSC 095-BASIC COMPUTER SKILLS 1 CREDITS

SYLLABUS

CATALOG DESCRIPTION

Learn your way around the computer and its related components. Covers keyboard and mouse operations. Become familiar with the operating system's desktop, icons, and menu system.

Prerequisites: RDNG 050/APRD 039

Semester Offered: On Demand

Common Student Learning Outcomes

Upon successful completion of San Juan College programs and degrees, the student will demonstrate competency in...

BROAD AND SPECIALIZED LEARNING

Students will actively and independently acquire, apply, and adapt skills and knowledge with an awareness of global contexts.

CRITICAL THINKING

Students will think analytically and creatively to explore ideas, make connections, draw conclusions and solve problems.

CULTURAL AND CIVIC ENGAGEMENT

Students will act purposefully, reflectively, and ethically in diverse and complex environments.

EFFECTIVE COMMUNICATION

Students will exchange ideas and information with clarity in multiple contexts.

INFORMATION LITERACY

Students will be able to recognize when information is needed and have the ability to locate, evaluate, and use it effectively.

INTEGRATING TECHNOLOGIES

Students will demonstrate fluency in the application and use of technologies in multiple contexts.

Student work from this class may be randomly selected and used anonymously for assessment of course, program, and/or institutional learning outcomes. For more information, please refer to the Dean of the appropriate School.

GENERAL LEARNING OBJECTIVES:

The student will use the following processes to accomplish the objectives of this course:

- I. Provide students with practical, hands-on experience with personal computers.
- II. Familiarize students with the current operating system's main features.

SPECIFIC LEARNING OUTCOMES:

Upon successful completion of this course, the student should be able to:

1. Describe the main components of a PC (I), (L, T, C)
2. Use a keyboard and mouse efficiently (I), (T, I, A)
3. Install programs onto a personal computer (I, II), (T, I)
4. Apply monitor and desktop layout settings (II), (T, I, A)
5. Use the current operating system's accessories (II), (L, T, I)
6. Apply proper procedures to start up and shut down a PC (II), (I, A)

This course may not be challenged.