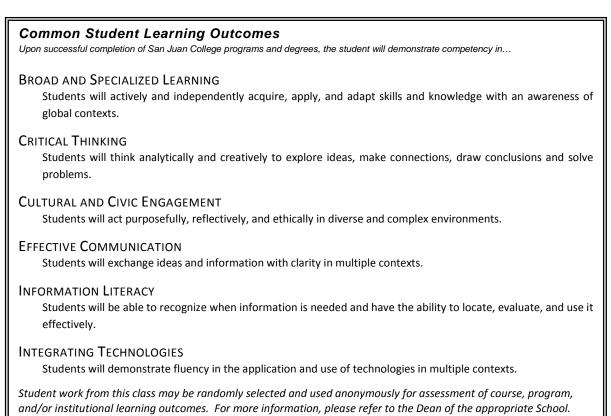


## CATALOG DESCRIPTION

Learn your way around the computer and the Internet. Covers keyboard and mouse operations; operating systems' desktop, icons, and menu system; and searching the internet and use of e-mail.

Prerequisites:	None.
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Semester Offered: Fall, Spring, & Summer



## **Course Learning Outcomes**

Upon successful completion of the course, the student will be able to...

- I. Provide students with practical, hands-on experience with personal computers.
- II. Familiarize students with the current operating system's main features.
- III. Identify and solve some of the minor, day-to-day computer-related problems.
- IV. Present students with practical, hands-on experience with file management and file structure.
- V. Provide students with practical, hands-on experience with searching the Internet for useful information.
- VI. Familiarize students with the basics of e-mail and e-mail programs.

## **Specific Learning Outcomes**

Upon successful completion of the course, the student will be able to...

- 1. Describe the main components of a PC.
- 2. Use a keyboard and mouse efficiently.
- 3. Install programs onto a personal computer.
- 4. Apply monitor and desktop layout settings.
- 5. Use the current operating system's accessories.
- 6. Apply proper procedures to start up and shut down a PC.
- 7. Describe the makeup of the file structure of an operating system.
- 8. Create files with Windows-based programs.
- 9. Create folders in Windows.
- 10. Manage files and folders on a PC.
- 11. Customize files and folder management.
- 12. Describe the uses of the Internet.
- 13. Utilize a browser's features to display Internet information.
- 14. Use search utilities to find practical information.
- 15. Describe the steps necessary to evaluate content on a Web site.
- 16. Describe the basic parts of an e-mail message
- 17. Learn how to customize a popular e-mail program.
- 18. Use a current e-mail program to send and receive messages, with and without attachments.
- 19. Create address book entries.