COSC 115-INTRODUCTION TO INFORMATION TECHNOLOGY
3 CREDITS

SYLLABUS

CATALOG DESCRIPTION

An introduction to basic computer hardware components, hardware compatibility issues, software installation and functions, security risks and prevention, preventative maintenance and green technology issues. May be preparation for an industry certification exam.

Prerequisites: MATH-096, ENGL-095 and RDNG-096 or appropriate Math, English, and Reading Accuplacer scores.

Semester Offered: Fall

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.

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.