Introduction to Computers
Course Outcome Summary
Wisconsin Indianhead Technical College

Information
Alternate Title: Previously 10103128 Introduction to Microcomputers
Course Number: 10103128
Credits: 1
Instructional Area: Computer Software
Instructional Level: Associate Degree
Division: Business
Developers: Al Filipa
Development Date: 05/14/2003
Revision Date: 06/01/2007
Revised By: Administrative Assistant Faculty
Revision History: revised course title and description

Types of Instruction

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<th>Type of Instruction</th>
<th>Contact Hours</th>
<th>Outside Hours</th>
<th>Credits</th>
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Description
Learners will gain knowledge about basic operations of a computer and the Windows operating system. Emphasis will be placed on file management and disk maintenance in a network environment.
Course Level Learning Outcomes

Competencies

1. Operate microcomputer hardware
   
   **Performance Standards**
   
   You will demonstrate your competence:
   - in the classroom
   - using a checklist provided by instructor
   - through instructor observation
   
   Your performance will be successful when:
   - you use input devices
   - you use output devices
   - you demonstrate the boot process
   - you demonstrate the shut-down process

   **Learning objectives**
   
   What you will learn as you master the competency:
   - Turn computer on and off properly
   - Insert disks into disk drive
   - Demonstrate correct use of mouse
   - Demonstrate correct use of keyboard
   - Load printer paper
   - Observe troubleshooting printer jams

2. Explore the basics of a computer system

   **Performance Standards**
   
   You will demonstrate your competence:
   - in the classroom
   - through a written assessment
   - through instructor observation
   
   Your performance will be successful when:
   - you identify the parts of a computer system and LAN
   - you explain the basic computer operation
   - you explain permanent and temporary storage devices

   **Learning objectives**
   
   What you will learn as you master the competency:
   - Identify monitor
   - Identify computer printer
c. Identify keyboard
d. Identify mouse
e. Identify system unit, including CPU
f. Identify scanner
g. Identify file server
h. Describe basic computer operation
i. Describe storage devices

3. **Use a microcomputer operating system**

   **Performance Standards**
   
   You will demonstrate your competence:
   o using a checklist provided by instructor
   o in the classroom
   o through lab assignments
   o through instructor observation
   o through a performance assessment
   o through a written assessment

   Your performance will be successful when:
   o you format a disk
   o you identify objects on a desktop
   o you manipulate windows
   o you demonstrate how the operating system manages files

   **Learning objectives**

   What you will learn as you master the competency:
   a. Describe the operating system's role in running software programs
   b. Demonstrate how to copy, move, rename, or delete a file
   c. Demonstrate how to copy, move, rename or delete a folder
   d. Demonstrate how to format a disk
   e. Demonstrate how to find files
   f. Demonstrate how to defragment a disk
   g. Demonstrate how to scan a disk for errors

4. **Describe the process of selecting a microcomputer system**

   **Performance Standards**

   You will demonstrate your competence:
   o using checklist provided by instructor
   o in the classroom
   o through a written assessment
Your performance will be successful when:

- you describe the steps to follow to purchase a microcomputer system

**Learning objectives**

**What you will learn as you master the competency:**

a. Identify buyer’s needs
b. Evaluate software based on needs
c. Select appropriate hardware
d. Discuss permanent and temporary storage requirements
e. Be aware of different methods of purchasing a computer—on-line, mail, etc.
f. Discuss processor speed
g. Evaluate warranty coverage and technical support
h. Determine multimedia needs
i. Discuss modem speed

5. Use the Internet

**Performance Standards**

**You will demonstrate your competence:**

- using checklist provided by instructor
- in the classroom
- through instructor observation
- through a written assessment

Your performance will be successful when:

- you use browser software
- you use e-mail
- you use search engines

**Learning objectives**

**What you will learn as you master the competency:**

a. Describe the parts of an Internet address
b. Describe Internet providers, connections, and protocols
c. Send a message using e-mail
d. Forward a message using e-mail
e. Reply to a message using e-mail
f. Delete a message using e-mail
g. Send an attachment using e-mail
h. Use various search engines to find information
i. Use browser software
j. Print a Web page
6. **Be aware of data security issues**

*Performance Standards*

*You will demonstrate your competence:*
- using checklist provided by instructor
- in the classroom
- through instruction observation in classroom discussion
- through a written assessment

*Your performance will be successful when:*
- you use virus protection
- you discuss copyright issues

*Learning objectives*

*What you will learn as you master the competency:*
- Explain the effects of computer crimes, including the spreading of computer viruses
- Scan disks for viruses
- Recognize unauthorized copying of programs or files
- Create a backup disk