

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

	Type of Instruction	Contact Hours	Outside Hours	Credits
	Classroom Presentation	16	0	1
	Totals	16		1

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:

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

Your performance will be successful when:

- o you use input devices
- o you use output devices
- o you demonstrate the boot process
- o you demonstrate the shut-down process

Learning objectives

What you will learn as you master the competency:

- a. Turn computer on and off properly
- b. Insert disks into disk drive
- c. Demonstrate correct use of mouse
- d. Demonstrate correct use of keyboard
- e. Load printer paper
- f. Observe troubleshooting printer jams

2. Explore the basics of a computer system

Performance Standards

You will demonstrate your competence:

- o in the classroom
- o through a written assessment
- o through instructor observation

Your performance will be successful when:

- o you identify the parts of a computer system and LAN
- o you explain the basic computer operation
- o you explain permanent and temporary storage devices

Learning objectives

What you will learn as you master the competency:

- a. Identify monitor
- b. 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:

- o 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:

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

Your performance will be successful when:

- o you use browser software
- o you use e-mail
- o 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:

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

Your performance will be successful when:

- o you use virus protection
- o you discuss copyright issues

Learning objectives

What you will learn as you master the competency:

- a. Explain the effects of computer crimes, including the spreading of computer viruses
- b. Scan disks for viruses
- c. Recognize unauthorized copying of programs or files
- d. Create a backup disk