

CIT 122A - COMPUTER & INTERNET BASICS I

Course Description

Students will learn the essential skills required to use a computer with the Microsoft Windows operating system. The student will learn to interact with the Windows desktop to access software and data. The course emphasizes the importance of file and folder maintenance. The course also includes introductions to the World Wide Web, e-mail and searching. Students completing this course will master skills required for online courses. This course requires a Windows PC or a Mac with a Windows partition. Group 2 course.

Credit Hours

1

Contact Hours

1

Lecture Hours

1

Course Learning Outcomes

Knowledge:

- Explain the relationship between files and folders.
- Explain how a search engine is used.
- Explain the different components of an operating system.
- Explain elements used in Word Processing.

Application:

- Manage electronic file and folder structures.
- Demonstrate how to customize the Windows operating system.
- Demonstrate how to format documents.
- Use Internet search engines to research information.

Integration:

- Create business documents using Word Processing software.
- Using e-mail and calendaring software, students will communicate with others.

Human Dimension:

- Reflect upon the importance technology plays in everyday life.
- Reflect on how an efficient file system makes locating resources easier.

Caring - Civic Learning:

- Reflect on the importance of following safe computing practices.

Learning How to Learn:

- Seek out solutions to problems on their own.