

SYLLABUS
PART I
EDISON COMMUNITY COLLEGE
CIT 100S INTRODUCTION TO COMPUTERS
1 CREDIT HOUR

COURSE DESCRIPTION

Basic computer concepts with an emphasis on computer skills within the Windows environment. The student will learn basic Windows Operating System concepts, how to organize data files using folders, and usage of My Computer and Windows Explorer for file management. An overview of the personal computer hardware and applications software is presented. Recommended preparation: OSA 100S or keyboarding speed of 15 wpm. Lab fee.

COURSE GOALS

The student will

Bloom's Level		Program Outcome
1	1. Explore all aspects of a personal computer.	4
2	2. Distinguish between operating system software and application software.	4
3	3. Utilize basic Windows software to accomplish file management tasks to copy, rename, move and create folders; create, save, print, close, and reopen a document; and organize folders and files.	4, 8
1	4. Recognize and identify the four major hardware components of a personal computer system: input, output, processing, and storage devices.	4
3	5. Demonstrate the ability to explore the Internet using different browsers and search engines.	4, 5, 7
3	6. Demonstrate the ability to use Blackboard.	4, 5, 8
1	7. Discuss current events related to computers and explore topics in mobile computing, social networking, cloud computing, and other current trends in technology.	4, 5

CORE VALUES

The core values are a set of principles which guide Edison Community College in creating its educational programs and environment. They will be reflected in every aspect of the College. Students' educational experiences will incorporate the core values at all levels, so that a student who completes a degree program at Edison Community College will not only have been introduced to each value, but will have had them reinforced and refined at every opportunity.

TOPIC OUTLINE

1. Log on to a Windows computer
2. Identify the Windows components
3. Use the taskbar and the Start menu
4. Minimize, maximize, move, size and close windows
5. Understanding multitasking
6. Use Help
7. Use My Computer and Windows Explorer to browse folder hierarchy
8. Create, copy, move, rename, and delete files and folders
9. Use and format flash drives
10. Create, save, format, and print files in WordPad
11. Create a drawing in Paint and copy it to a WordPad document

12. Cascade and tile windows
13. Create and delete shortcuts
14. Use Control Panel to set Display, Date/Time, Keyboard, and Mouse properties
15. Use Internet Explorer
16. Display web content on the desktop
17. Shut down a computer
18. Definition of a computer
19. Type of computers
20. Computer Hardware basics
21. Software - applications vs. OS
22. Computer files – types, extensions, why you sometimes can't open a file
23. File management
24. Internet - basics, different search engines, how to search
25. Opening new browser windows vs. opening a new tab in an open browser
26. Email (with attachments)
27. Licenses/copyrights/piracy
28. Blackboard - emailing through BB, checking grades, submitting assignments
29. Social networking
30. Cloud computing
31. Current event assignment/discussion