

Credits/Contact Hours: 1/1

Course Description:

This course will review computers and their use. Students will learn the names and functions of the parts of a computer. They will become familiar with the general categories of computer software. In the hands-on component of the course, students will become comfortable with basic computer processes and procedures. They will be introduced to several software programs and will use e-mail and the Internet.

Course Objectives:

The following objectives are the minimum requirements for COMG-150 as agreed on by faculty and CPSC.

1. Boot, use, and shut down a computer without fear of damaging it.
2. Name and explain the function of each basic component of computer hardware.
3. Describe realistic and practical uses of computers.
4. Name the basic categories of software and give an example of when each would be used.
5. Explain the advantages and disadvantages of stand-alone vs. networked computers.
6. Produce a new file, use (open) an existing file, and save a file.
7. Use a drawing program to produce a simple graphic.
8. Use an e-mail program to send and receive e-mail messages.
9. Use a browser to make a simple search of the Internet
10. Use a word processing program to produce a simple text document.
11. Use a spreadsheet to produce a simple numerical document.
12. Use the copy/paste feature to move information between documents.