# Computers, A Practical Approach          COMG-153

**Credits/Contact Hours:** 3/3

**Course Description:**
This is a lecture/lab course to provide knowledge of the basic aspects of computers with emphasis on the growing impact of computers on society. Computer lab work will include the use of integrated software systems.

**Course Objectives:**
*The following objectives are the <u>minimum</u> requirements for COMG-153 as agreed on by faculty and CPSC.*

1. Name the parts, uses and functions of a computer.
2. Describe the basic software categories.
3. Define common file extensions.
4. Demonstrate basic network knowledge.
5. Demonstrate the ability to startup and shut down the computer.
6. Use navigation tools (scroll bars, resize button, minimize buttons, etc.)
7. Use file management applications (Windows)
8. Use an operating system to find/locate files.
9. Identify the types and functions of ports on a computer.
10. Access operating system and application help screens.
11. Use e-mail to send and receive messages.
12. Produce an e-mail with an attachment.
13. Use an Internet browser to search for information.
14. Use an Internet browser to download files.
15. Use a word processor to produce a document.
16. Use a word processor to modify an existing document.
17. Use word processor page formatting options.
18. Use a spreadsheet application to produce a spreadsheet.
19. Use a spreadsheet application to modify an existing spreadsheet.
20. Use functions to produce results.
21. Produce graphs of results.
22. Change characteristics of existing graphs.
23. Use table auto format.
24. Use additional spreadsheet formatting tools.
25. Use a database application to create a new database structure with/without a wizard.
26. Use a database to open and modify an existing database.
27. Use a wizard to design a form for data input.
28. Use a query to select desired information from a table.
29. Produce a report based on query results.
30. Use presentation software to produce a new presentation with/without a wizard.
31. Manipulate the appearance of a presentation slide.
32. Input a graphic to a presentation slide.
33. Import a table or spreadsheet to a presentation slide.
34. Reorganize existing presentation slides.
35. Use Paint to produce an image.
36. Input text on an image in Paint.