

CHT A001N: COMPUTER BASICS - AN INTRODUCTION

Item	Value
Curriculum Committee Approval Date	02/09/2022
Top Code	051400 - Office Technology/Office Computer Applications
Units	0 Total Units
Hours	27 Total Hours (Lecture Hours 27)
Total Outside of Class Hours	0
Course Credit Status	Noncredit (N)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	Yes; Repeat Limit 99
Open Entry/Open Exit	No
Grading Policy	P/NP/SP Non-Credit (D)

Course Description

This course introduces basic computer fundamentals, keyboarding and basic Microsoft Word features in a Windows environment. Topics include: basic Windows features, taskbar settings, computer operations, terminology, keyboarding and mouse features. Create and format a business letter, and save files in folders and in multiple locations. Noncredit. NOT DEGREE APPLICABLE. Not Transferable.

Course Level Student Learning Outcome(s)

1. Demonstrate basic computer and keyboarding functions to create and save a document.
2. Create, organize and manage files and folders using basic Windows features and settings.

Course Objectives

- 1. Demonstrate how to turn on, put to sleep, shut down computer and unplug a USB flash drive properly
- 2. Apply Windows features, taskbar settings, keyboarding and mouse operations
- 3. Define basic computer hardware and software terms and main parts of a computer
- 4. Create, save, name, delete and manipulate files and folders
- 5. List different computer, storage and file types
- 6. Develop a Word document to include basic formatting and business letter elements

Lecture Content

Computer Parts: Turn on the computer, log on and off, apply sleep mode and restart options Identify basic computer parts Windows/File Explorer Introduction to Windows operating system and desktop environment Scroll, navigate and use commands on taskbar Use desktop and taskbar features Use Windows Search Box and basic settings Apply Folder Window features Create, move and resize multiple windows Use File Explorer to locate files and folders Mouse/Keyboard Use a mouse to select, move or open buttons Keyboarding skills and shortcuts Computer Types Identify different computer types Storage Insert and eject a flash

drive appropriately Name various storage devices Files/Folders Create and organize files, folders and subfolders Open a new and existing document Create, name, save, rename, copy, paste, move and delete files Delete files and folders and restore from Recycle Bin Word Format a Word document Create a business letter

Method(s) of Instruction

- Enhanced NC Lect (NC1)
- Online Enhanced NC Lect (NC5)
- Live Online Enhanced NC Lect (NC9)

Instructional Techniques

Lectures Skill demonstration Discussions Individual exercises Instructor feedback Collaborative learning Interactive computer assignments Small group projects Teach backs Online tools

Reading Assignments

Read guides related to specific topics.

Writing Assignments

Write various terms and definitions related to course topics.

Out-of-class Assignments

Watch various videos and complete fill in the blank worksheets related to course topics.

Demonstration of Critical Thinking

Compare the differences between desktop and other computers. Explain why saving files and folders is important and provide an example. Describe problems that can arise from using the computer incorrectly and what can be done to avoid injuries. Explain the importance and results in being computer literate.

Required Writing, Problem Solving, Skills Demonstration

Observe hands on demonstration on how to create a document, save files, create folders, identify parts of a computer and window environment.

Other Resources

1. Instructor provided handouts