

COURSE SYLLABUS

**Introduction to Computing
Winter/Spring 2009/2010**

Instructor: Dianne Wichern

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PREREQUISITE(S): None

CLASS LOCATION: Coronado Center, Room 5

A. COURSE DESCRIPTION

This course is designed for those new to computing. You will get answers to your questions, learn basic keyboarding skills, and learn how to use the mouse. You will also practice skills needed for use in future classes.

B. METHOD OF INSTRUCTION

Lecture, discussion, question and answer, demonstration, hands on computer use related to the course, and student demonstration of course related tasks.

C. COURSE OBJECTIVES

Objective 1: Students will share with the instructor what kinds of things they want to learn. (The instructor will give them a copy of all course listings).

Objective 2: Students will correctly verbalize what kind of operating system they are using, what Internet service provider they have, and what e-mail program they have. (If they are that far along).

Objective 3: Students will correctly verbalize how to turn on a computer, close a program, and shut down a computer. (With a reminder about classroom procedure.)

Objective 4: Students will successfully demonstrate keyboarding skills for typing a document, an e-mail message, or other tasks.

Objective 5: Students will successfully demonstrate how to (left) click the mouse on the proper tools for creating documents; and they will also practice using the mouse for highlighting and copying and pasting.