COMP 1000 - Introduction to Computer Literacy (version 201712L)

Course Title	Course Development	Learning Support
Introduction to Computer Literacy	Standard	No

Course Description

This course introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use. Topics include introductions to computer and digital terminology and usage, operating systems, Internet and digital communication, word processing applications, spreadsheet applications, database applications, and presentation applications.

Pre-requisites
Pre-requisites: None

Co-requisites
Co-requisites: None

Course Length

	Minutes	Contact Hour	Semester Credit	WLU
Lecture:	1250	25		
Lab 2:	2000	40		
Lab 3:	0	0		
Total:	3250	65	3	
Semester Credit Hours:			3	106.25
Breakout Detail of Lab 3				
Practicum/Internship	0	0		
Clinical	0	0		

Competencies & Outcomes

Order	Description	Lecture	Lab 2	Lab 3	Total Min	Credit Hrs	Pract Intern	Clinical
1	**Computer and Digital Terminology and Usage**	150	100	0	250	0	0	0

Order	Description	Learning Domain	Level of Learning
1	Identify the many types and uses of computers	Cognitive	Knowledge
2	Describe the three basic elements of data processing (i.e. input, process, output)	Cognitive	Knowledge
3	Identify the functional units of a computer system (i.e. the processor, input devices, output devices, and secondary storage devices)	Cognitive	Knowledge
4	Utilize the functional units of a computer system (i.e. the processor, input devices, output devices, and secondary storage devices)	Cognitive	Application
5	Discuss safe computing practices including threats to computer safety	Cognitive	Comprehension

Order	Description	Lecture	Lab 2	Lab 3	Total Min	Credit Hrs	Pract Intern	Clinical
2	**Introduction to Operating Systems**	200	200	0	400	1	0	0

Order	Description	Learning Domain	Level of Learning
1	Describe the purpose of an operating system	Cognitive	Comprehension
2	Navigate an operating system(s)	Cognitive	Application
3	Demonstrate the ability to access a variety of software applications using the graphical user interface (GUI) features (i.e. the ability to have multiple applications open at any given time and switch from application to application)	Psychomotor	Guided Response
4	Demonstrate the ability to use file management skills	Psychomotor	Guided Response

3	**Introduction to Internet and Digital Communications**	150	200	0	350	0	0	0

Order	Description	Learning Domain	Level of Learning
1	Describe the purpose of computer networking	Cognitive	Knowledge
2	Demonstrate ability to access and use the Internet	Psychomotor	Guided Response
3	Access and demonstrate digital communications	Psychomotor	Guided Response
4	Access and demonstrate online learning management systems	Psychomotor	Guided Response

4	**Introduction to Word Processing Applications**	250	500	0	750	1	0	0

Order	Description	Learning Domain	Level of Learning
1	Describe the purpose of word processing applications	Cognitive	Knowledge
2	List the typical functions performed by word processing applications	Cognitive	Knowledge
3	Demonstrate how to create, use, and save a document	Psychomotor	Guided Response
4	Demonstrate formatting options (i.e., typeface, font and point size, setting margins and tabs, line spacing, and justification)	Psychomotor	Guided Response
5	Demonstrate how to modify and print a document	Psychomotor	Guided Response
6	Demonstrate the spell check feature	Psychomotor	Guided Response

5	**Introduction to Database Applications**	125	200	0	325	0	0	0

Order	Description	Learning Domain	Level of Learning
1	Describe the purpose of database applications	Cognitive	Knowledge
2	List typical functions performed by database applications	Cognitive	Knowledge
3	Demonstrate how to use a database	Psychomotor	Guided Response

6	**Introduction to Spreadsheet Applications**	250	500	0	750	1	0	0

Order	Description	Learning Domain	Level of Learning
1	Describe the purpose of spreadsheet applications	Cognitive	Knowledge
2	List typical functions performed by spreadsheet applications	Cognitive	Knowledge
3	Demonstrate how to create and save a spreadsheet	Psychomotor	Guided Response
4	Demonstrate how to modify and print a spreadsheet	Psychomotor	Guided Response
5	Demonstrate the graphical feature of the spreadsheet applications	Psychomotor	Guided Response

7	**Introduction to Presentation Applications**	125	300	0	425	0	0	0

Order	Description	Learning Domain	Level of Learning
1	Describe the purpose of presentation applications	Cognitive	Knowledge
2	Demonstrate how to create, modify, and format a presentation	Psychomotor	Guided Response

	Lecture	Lab 2	Lab 3	Total Min	Cred Hrs	Pract Intern	Clinical
Competency Totals:	**1250**	**2000**	**0**	**3250**	**3**	**0**	**0**