



**TASK10 - Computer Basics II**

**COURSE NAME / NUMBER**

**LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:**

**TASK10 - COMPUTER BASICS II**

Upon successful completion of the program the student will be able to:

explain the different parts of a computer, demonstrate proper typing techniques, explore the basics of word processing, explore the Internet and its uses, and prepare to use email.

Objectives:

- list the basic parts of a computer system (system unit, monitor, keyboard, mouse, floppy disk, hard disk drive and printer)
- demonstrate the ability to start and close a program
- describe a diskette and its care and limitations
- describe some common uses of computers in society
- use a mouse
- demonstrate the ability to operate a printer (power on, put on line/off line and load paper)
- create a new word processing document
- edit a document
- save a document to a disk
- retrieve a document from a disk
- use tools such as a spell checker or thesaurus
- introduction to the Internet/World Wide Web
- email

**METHODS:**

- computer lab hands-on instruction
- individual and group exercises
- in class assignments on each new task
- practice sending email to instructor

**PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):**

Credit can be awarded for this course through PLAR

YES   x  

NO       

**METHODS OF OBTAINING PLAR:**

Hands-on computer session(s) with the instructor providing evidence of module objectives, plus completion of two word processing documents assigned by the instructor and processed in a UCFV

computer lab with the instructor present (ex: cover letters for two job advertisements from a newspaper). As well as the student will produce a completed resume and reference sheet which meets criteria set by the instructor. The student must display competence with email by sending/receiving via instructor.

**TEXTBOOKS, REFERENCES, MATERIALS:**

[Textbook selection varies by instructor. An example of texts for this course might be:]

Instructor generated material

**SUPPLIES / MATERIALS:**

Students will need to bring a Double (2HD) disk to class. Students will need to purchase a printer card at the Bookstore for the Lab.

