Mendocino College

COURSE LEVEL STUDENT LEARNING OUTCOMES

Effective Date: 12/6/2007

Title: Computers for the Complete Novice
(limit to 50 characters including spaces)

Discipline/Number: CSC 19

Instructor Contact: Tonia Widler

Date Submitted /Modified: 9/6/07

Units Min:	.5	Units Max:	.5	Lecture Hours:	.5	Lab Hours:	0
If this is a variable unit course, the relationship between earned units and any difference in expected SLOs should be explained.							

Student Learning Outcomes:

1. Turn on the computer
2. Demonstrate the ability to
   a. access and use the help system
   b. use the mouse: click, double click, right click and click and drag
   c. use icons for programs, files, folders, trash, etc
3. Demonstrate the ability to open a basic word processing program and
   a. use the menus and the ALT key
   b. Create, open, save, and edit documents
   c. Format the text
   d. use the delete and backspace keys
   e. Print
4. Make a Recovery or backup disk
5. Know what viruses are and how important protection programs and updates are.

Instructor(s):

(Signature) *(Date)*

(Signature) *(Date)*