

HUDSON VALLEY COMMUNITY COLLEGE  
TROY, NEW YORK

COURSE OUTLINE

**COURSE TITLE:** Computer Literacy

**COURSE SUBJECT AND NUMBER:** CMPT 099

**DEPARTMENT:** Computing and Information Sciences

**CREDIT HOURS:** 1 ND

**CONTACT HOURS:** 1 Lecture

**SEMESTER COURSE IS OFFERED:** Fall Spring Summer

**OFFERED DISTANCE LEARNING:** No

**PREREQUISITES:** No    **If yes, list prerequisite(s):**

**COREQUISITES:** No    **If yes, list corequisite(s):**

**PREREQUISITE(S) OR COREQUISITE(S):**

**TEXT(S):**

**No Required Text**

**Optional Text**

Microsoft® Windows® 7: Introductory, 1st Edition  
Shelly, Freund, Enger  
Cengage, (2011).  
ISBN-10: 1439081050 & 13: 9781439081051

**LAB FEES:** No

**FINAL EXAM/FINAL PROJECT:** No    **If yes, please specify:**

**ORIGINAL SUBMISSION DATE:** 4/30/07

**CURRICULUM COMMITTEE APPROVED REVISION DATE:** 11/5/12

**PREPARED BY:** James G. Looby

**COURSE DESCRIPTION:** This course presents introductory concepts and techniques in computing fundamentals. Students learn the technology of Microsoft operating systems; keyboard and keyboard shortcuts; use of the mouse; launching application programs; creating and managing files and folders; document naming conventions; establishing user accounts; managing open windows; moving, copying, deleting, renaming files and folders; and navigating the World Wide Web (WWW). Lab time outside class is required.

**ACTIVITIES AND ASSIGNMENTS:**

- Lectures and class discussion
- Hands-On computer assignments
- Internet research assignments
- Tests/Quizzes

**GRADE COMPUTATION:** (In general terms as defined by college policy. Specifics, including Z grade, will be defined on the instructor's syllabus).

Tests and Assignments                      100%

**ADA COMPLIANCE:** In compliance with the Americans with Disabilities Act of 1990 and with Section 504 of the Rehabilitation Act, Hudson Valley Community College is committed to ensuring educational access and accommodations for all its registered students, in order to fully participate in programs and course activities or to meet course requirements. Hudson Valley Community College's students with documented disabilities and medical conditions are encouraged to access these services by registering with the Center for Access and Assistive Technology to discuss their particular needs for accommodations. For information or an appointment contact the Center for Access and Assistive Technology, located in room 130 of the Siek Campus Center or call 518-629-7154/TDD: 518-629-7596 .

**STUDENT BEHAVIORAL OBJECTIVES:**

**Students will be able to:**

- Apply the fundamentals and skills necessary to use the Windows operating system
- Identify various objects on the desktop and the start menu
- Manipulate the mouse and keyboard to launch applications and manage window features
- Discuss and define key terms related to Windows and desktop applications
- Create and manage a filing system

- Create, name, save, open, modify and close a document
- Navigate the WWW

## **TOPIC OUTLINE:**

### PC Introduction

System components and functionality

### Microsoft Windows Introduction

Introduce: logging on to the computer, user interface, windows, the start menu, my computer, applications and help and support

### File, Document, and Folder Management

My Computer, copy, move, rename and delete files and folders

### Security

Windows Security Center; Managing Windows Firewall; Adding a Program to Windows Firewall; Set and remove automatic updates; protecting against computer viruses; anti-virus software; security settings; privacy settings

### WWW & Internet

Opening a browser, navigating the WWW, security best practices