All courses are open to students from all colleges. Only where a course is preceded by an introduction course is there a need to observe a prerequisite. However, students might benefit from prior knowledge on some of the courses, and this is given as the content found in your course catalogue by course code.

I. MAJOR INSTRUCTIONAL GOALS:
(Instructor may add goals to be included in the Basic Course Information.)

GOAL A: Demonstrate an awareness of the history and development of the computer

Learning Outcomes: The student will:

A-1. Be able to explain how the personal computer was developed
A-2. Be able to explain how an operating system controls the computer
A-3. Be able to store, manage and retrieve files

GOAL B: Demonstrate an awareness of the issues and uses of the computer in modern life

Learning Outcomes: The student will:

B-1. Be able to explain the uses of a word processing, database, spreadsheet and presentation program
B-2. Be able to explain what a publishing program is and discuss how it is used
B-3. Identify the major uses of the computer in all facets of modern life

GOAL C: Demonstrate success in starting up the computer, using common office and design applications, and shutting down the computer appropriately

Learning Outcomes: The student will:

C-1. Be able to start up, use and close down an application program such as PowerPoint
C-2. Be able to use common peripherals such as printer and scanner
C-3. Identify some basic problem solving routines

II. CLASS PARTICIPATION:

Students are expected to attend class and participate actively and in a positive way. Questions and relevant observations are encouraged and enrich the experience of the entire class.

Computers in the classrooms are intended to be used as tools to enhance the students' learning
experience. Instant messaging, gaming, emailing, and surfing the web are distractions to the student, the surrounding students, and the instructor and constitute inappropriate behavior. Students are ethically obliged to avoid these and similar practices.