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Fall 9-1-2006

### CRT 100.02: Computer Literacy

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**THE UNIVERSITY OF MONTANA—MISSOULA  
COLLEGE OF TECHNOLOGY  
BUSINESS TECHNOLOGY DEPARTMENT**

**COURSE SYLLABUS**

**COURSE NUMBER AND TITLE:** CRT 100 – COMPUTER LITERACY

**DATE REVISED:** Fall 2006

**SEMESTER CREDITS:** 2

**PREREQUISITES:** None

**FACULTY:** Cheryl Galipeau

**E-Mail:** cheryl.galipeau@umontana.edu

**Phone:** 243-7874

**Office:** AD11D

**Office Hours:** By appointment or as posted on office door

**CRT 101 Web Page:** [http://www.cte.umt.edu/course\\_pages/CRT101/](http://www.cte.umt.edu/course_pages/CRT101/)

**RELATIONSHIP TO PROGRAM(S):**

This course provides students with a comprehensive foundation for computer technology, hardware, and software through practical activities.

**COURSE DESCRIPTION:** Introduction to computer terminology, hardware and software. Includes basic microcomputing applications (word processing, spreadsheets, database, and presentation) commonly used in business and industry. Keyboarding is included. Internet and e-mail are introduced. Credit not allowed for both CRT 100 and CS 111.

**STUDENT PERFORMANCE OUTCOMES:**

Occupational Performance Objectives

Upon completion of this course, the student will be able to:

1. Define and explain basic microcomputer hardware and software terminology.
2. Describe and select strategies for purchasing a microcomputer system.
3. Proficiently operating a graphical user interface; and operate a mouse.
4. Describe and use basic operating features of Windows Desktop Accessories (Calculator, Wordpad, Paint), use Windows Explorer for file management tasks including creating directories, deleting, moving and copying files, and backing up files, or use System Tools for Backup purposes.
5. Describe and use basic operating features of a popular integrated software suite. Use a word processing application to format basic business correspondence. Use a spreadsheet application to calculate and format numbers. Use a database application to organize information for searching, sorting and selecting data. Use graphical presentation application to present information to a group of people.
6. Demonstrate correct keyboarding technique and ergonomics while using keyboarding tutorial and producing assigned documents.

7. Independently proofread and apply universal proofreading marks to make necessary editions to business documents.
8. Send and receive e-mail to/from instructor and other students.
9. Select a browser and apply research strategies to competently search the World Wide Web for assigned information.
10. Describe and apply ethical guidelines to e-mail communication, to security of computer hardware and software, and to privacy issues of computer data.
11. Troubleshoot and correct basic hardware/software malfunctions, such as printing errors and network errors.
12. Be aware of advantages and disadvantages in new technologies such as wire and wireless communication, networking and sharing resources, and multimedia devices.

### **STUDENT PERFORMANCE ASSESSMENT METHODS AND GRADING PROCEDURES:**

#### **Production and Testing**

1. Document production activities will occur on a regular, if not daily basis. Class attendance is an integral part of this course. It is the expectation that in-class production or homework assigned outside of class will be turned in when due. If you are not present, it is your responsibility to see that it is in faculty mailbox by 4:00 p.m. on the due date. Assignments are not accepted beyond the identified due date.
2. The test schedule and dates are included in the daily schedule on the syllabus. Tests will be written or produced using a computer. Makeup for tests is not offered unless faculty is notified and guidelines are identified for the individual situation.

#### **Grading Scale:**

- 94 - 100 A
- 88 - 93 B
- 80 - 87 C
- 74 - 79 D

Final grade will be determined by total points received on production, homework and tests in relationship to total points available.

**NOTE: Health Occupations program students must pass this course with a "C" grade (80 percent). These students will not be allowed to continue with their chosen program the next semester if the grade is not "C" (80 percent) or above.**

#### **ATTENDANCE POLICY:**

Students are expected to come prepared for class each day and to participate in the assigned activity. In-class activities account for a substantial portion of the final grade.

**ACADEMIC INTEGRITY:** All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at <http://www.umn.edu/SA/VPSA/index.cfm/page/1321>.

**DISABILITY ACCOMMODATION:** Eligible students with disabilities will receive appropriate accommodations in this course when requested in a timely way. Please speak with me after class or in my office. Please be prepared to provide a letter from your DSS Coordinator.

**REQUIRED TEXT:** *Computers Are Your Future 2006*, Introductory Edition, B. Daley, Prentice Hall, Upper Saddle River, NJ.

**SUPPLIES:** One 3.5" HD (high density) diskette, or a USB jump drive is required for saving student data.

**COURSE OUTLINE:**

- I. Computer Fundamentals
  - A. Hardware and Software Terminology
    1. Basic Definitions
    2. System Unit
      - a. motherboard
      - b. central processing unit (CPU)
      - c. memory (description/updating)
    3. Processing (CPU)
      - a. data representation
      - b. purchasing and performance issues
    4. Input/Output Devices
      - a. types/differences
      - b. factors influencing purchase
    5. Storage Devices
      - a. types/differences
      - b. selecting storage devices based upon storage capacity needs
    6. Software
      - a. application software and integrated suites
      - b. operating system software and operating environments
      - c. utilities
      - d. netware
      - e. licensing
    7. Types of Computers
    8. Advantages, Disadvantages, Ethics
  - B. Buying and Upgrading a Computer
- II. Keyboarding
  - A. Keyboarding technique
  - B. Tutorials
  - C. Ergonomics
- III. Windows Operating System
  - A. Desktop
    1. Opening/Closing/Executing
    2. Resizing and Scrolling Within a Window
  - B. File Management; Windows Explorer; My Computer; Application options
    1. Formatting Disks
      - a. file allocation table (FAT)
      - b. tracks
      - c. sectors
    2. Hierarchy or Path
    3. Create/Rename/Delete a Folder

- 4. File Names. Extensions
  - 5. Launch/Delete/Restore a File
  - 6. Copy (File, Folder, Disk)
  - 7. Status Bar
  - 8. Version
  - 9. Task Bar
  - 10. Windows Explorer Views
  - C. Functions of Settings, Control Panel, etc.
    - 1. Time and Date Settings
    - 2. Display Customization
    - 3. Mouse, Keyboard
    - 4. Add/Remove programs
  - D. Accessories
- IV. Internet and World Wide Web
- A. Internet
    - 1. Introduction/History
    - 2. Internet and Web Basics
      - a. hypertext concept
      - b. web browsers/servers/pages
      - c. web addresses
    - 3. Internet and Online Service Providers
    - 4. Search Engines and Search Techniques for the Web
    - 5. Search Result Evaluation
  - B. E-Mail Communications
    - 1. UM Based (Cyberbear) E-mail
    - 2. Internet Based E-mail
    - 3. Other Internet Services
- V. Office Suite
- A. Word (word processing)
  - B. Excel (spreadsheet)
  - C. Access (database)
  - D. PowerPoint (presentation)
- VI. General Topics
- A. Ethics
  - B. Communications and Network
    - 1. Wire/Wireless
    - 2. LAN/WAN
    - 3. Home Networks
    - 4. Advantages and Disadvantages
  - C. Security
  - D. Privacy
  - E. Legal Issues
  - F. Ergonomics/Health Issues
  - G. Multimedia Devices
  - H. Supplies for Computers and Disks