



MASTER COURSE OUTLINE

A. CPRO 1002 Essential Computer Skills

B. COURSE DESCRIPTION:

This course enables students to master the computer. This course prepares students for success in courses requiring computer use. The course guides the student through basic and advanced computer operation. File system organization, drivers, firewalls, virus protection system configuration and troubleshooting the computer are topics of discussion. This course is part of the Computer Technology program which is an accredited program in World Organization of Webmaster (WOW) Professional Academy.
(2 Cr – 2 lect, 0 lab)

C. ****Core Theme: Critical Thinking**

D. MAJOR CONTENT AREAS:

- File management
- Software installation
- Virus protection
- Firewalls
- Internet connections
- System configuration
- File Transfer Protocol (FTP)
- Searching the web

E. GOAL TYPES, OBJECTIVES, AND OUTCOMES:

<u>GOAL</u>	<u>OBJECTIVES</u>	<u>OUTCOMES</u>
**Critical Thinking	Students will be able to gather factual information and apply it to a given problem in a manner that is relevant, clear, comprehensive, and conscious of possible bias in the information selected.	The student will successfully 1. summarize the security measures used on the students computer.
<u>CS</u>	create an organized file structure.	1. create a directory tree on computer as specified with zero mistakes.
<u>CS</u>	search the internet	1. perform 10 internet searches as specified.
<u>CS</u>	touch type.	1. type 25 words per minute.
<u>CS</u>	update hardware drivers.	1. locate and update the driver for a specified device.

<u>CS</u>	modify firewall.	1. configure a computer's firewall to given specifications.
<u>CS</u>	protect computer from viruses.	1. install a virus protection program and schedule updates to specifications.

F. SPECIAL INFORMATION:

This course requires use of the Internet, the submission of electronically prepared documents and the use of a course management software program. Students who have a disability and need accommodations should contact the instructor or the Student Success Center at the beginning of the semester. This information will be made available in alternative format, such as Braille, large print, or current media, upon request.

G. COURSE CODING INFORMATION: Course Code T/Class Maximum 30; Letter Grade

Revision date: 10/04/17

AASC Approval date: 1/23/18

*Riverland Community College Disciplines	MnTC Goal Number
Communication (CM)	1
Natural Sciences (NS)	3
Mathematics/Logical Reasoning (MA)	4
History and the Social & Behavioral Sciences (SS)	5
Humanities and Fine Arts (HU)	6

**Riverland Community College Core Themes	MnTC Goal Number
Critical Thinking (CT)	2
Human Diversity (HD)	7
Global Perspective (GP)	8
Ethical and Civic Responsibility (EC)	9
People and the Environment (PE)	10

*These five MnTC Goals have been identified as Riverland Community College Disciplines.

** These five MnTC Goals have been identified as Riverland Community College Core Themes.

NOTE: The Minnesota Transfer Curriculum "10 Goal Areas of Emphasis" are reflected in the five required discipline areas and five core themes noted in the Riverland Community College program of study guide and/or college catalog.