

Introduction to Computers

Cypress College
School of Continuing Education
North Orange County Community College District
www.sce.edu

COMP/100 CRN 40332 www.mswilkerson.com

Course Syllabus

Instructor: Charmaine Wilkerson

Course Description

Introduction to Computers is a course that introduces basic computer tasks using Windows, typing with a word processor, navigating the web, and working with email. Major topics covered in Unit 1 include the basics of using Windows 7 and the Documents library and Word features such as AutoCorrect, Copy and Paste, and more. Major topics covered in Unit 2 include browsing the web with Internet Explorer and sending/receiving email.

Class Meetings

We will have **12** class meetings from **07/03** to **08/09**. The class meets from **06:00 PM** to **09:00 PM**, in room **SCE/TE2-200** Tuesdays and Thursdays.

Course Objectives

By the end of this course, you will be able to:

- Describe the basic layout of the Windows 7 Desktop screen
- Add, move, and remove Gadgets
- Arrange program commands on the Start menu
- Use common features found in drop-down menus, on toolbars and ribbons, and on the scroll bars
- Create and edit a document using Word
- Work with Word's Spell Check and AutoCorrect features
- Browse libraries, folders, and files on the computer
- Delete and undelete (restore) files
- Navigate to web pages by typing in the browser's address bar
- Navigate in a website via hyperlinks
- Perform a basic instant search
- Use favorites to mark and navigate to websites
- Send an email message
- Receive and reply to messages
- Open attachments; send attachments
- Describe two safeguards against Internet security threats
- Much, much more!

Course Materials:

USB Flash Drive - Required

Course Text – Not Required

- **Title:** Welcome to the World of Computers, 3rd Edition
- **Authors:** Russel Stolins
- **Publisher:** Labyrinth Learning
- **ISBN-13:** 978-1-59136-332-3
- **Price:** \$32.50 at www.lablearning.com

Ground Rules

- **Two-minute Rule:** When you work at the computer, don't struggle with a task that is not working for more than two minutes before asking for help.
- **NDQ Rule:** There are no dumb questions in our classroom. All questions are welcome.
- **Interruption Rule:** Interruptions are welcome. Feel free to raise your hand to ask a question at any time.

Evaluation

Your performance will be evaluated on how you have improved since day 1 of class. This class is a "stress-free" environment where you will work according to your level. Don't worry about how anyone else is doing. Just practice 😊

A final project will be due on the **Final Day of Class**.

Certificates

You will receive a Certificate of Completion on the last day of class if you attended at least 80% of the time and turned in your work according to your pace.

Contact Information

You can send me email at cwilkerson@sce.edu

Our Class Website: www.mswilkerson.com