



Ottawa University

EDU 57116-AA

Intro to Computers

The following is the syllabus for the graduate course at Ottawa University. The syllabus is aligned to the [appropriate state/national standards to which the course applies] and Arizona State Teacher Standards.

Course Description:

A first course for beginning computer users designed to introduce students who have never used a computer to the basic elements of running a computer in a comfortable, structured manner with significant instructor support in the lecture/demonstration mode. **No Prerequisite. Twelve hours of additional practice required for two credits. An additional outside project will be required to earn three credits.**

Spring I 2008

May be taken for 2 or 3 credit hours

Dates: March 4 - 13

Location: Ottawa University, Tempe Campus, 10429 S. 51st Street, Suite 100

Attendance: Attendance is mandatory at all class sessions.

Instructor: Michael Mann, teacherz@cox.net, (480) 664-9161

Course Materials:

All necessary course material is posted online.

Course Objectives:

Upon completion of the course, participants will be able to:

- ✓ Use the Windows operating system.
- ✓ Have knowledge of the add-in programs that are included with Windows.
- ✓ Create folders, find, copy, and move and delete files.

Course Outline:

Getting Started Introduction to Windows Manipulating Windows using a mouse Getting Online Help My Computer Using My Computer Working with Disks Working with Folders and Subfolders Working with Files Using Shortcuts Searching for Files	Control Panel Customizing the Desktop Changing Other Display Properties Customizing Windows Features Working with Printer Settings Working with Fonts Accessory Applications Using Notepad Using Calculator Creating Documents with Word Create an Excel Spreadsheet	Create a PowerPoint Presentation Working with the Paint Tools Internet Explorer Browsing World Wide Web Favorite Web Pages Sending and Receiving Electronic Mail Using Internet Search Tools Downloading Files
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Evaluation/Outside Project:

Students will be evaluated on participation and completion of the in-class practice assignments. Twelve hours of additional outside practice required for two credits. To earn three credits all students must complete an outside

project. The student with the approval of the Instructor will select the content of the project. It should include 12 hours of combined practice and project, and must be submitted by disk or e-mail within 1 week of completion of course. A rubric for evaluation of the project will be provided to the participants during class.

Student Handbook:

Students should refer to the Ottawa University Handbook for all University regulations.

Disclaimer:

Course content and schedule may vary from this outline to meet the needs of a particular group of students. The instructor will explain the rationale for any variance as it occurs.