



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.**

Summer 2008

May be taken for 2 or 3 credit hours

Dates: July 21-22

Location: Chandler Campus

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

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.