COMPUTER FUNDAMENTALS

POFI 1104.83225

SPRING 2017 | 1 credit hour

WINDOWS 10 — LEVEL II

EMERITUS

INSTRUCTOR'S NAME: Caren Tate
OFFICE NUMBER: A110 (ACCESS Office)
Adjunct Faculty College Center & Evening/Weekend Support Services
OFFICE TELEPHONE: 972-238-6140 (Leave Message)
E-MAIL ADDRESS: ctate@dccc.edu
CLASS DATES: Monday/Wednesday
11:15 – 1:15
March 6 – April 5
No class on March 13 and March 15
DROP DATE: March 30, 2017

THE INSTRUCTOR RESERVES THE RIGHT TO AMEND A SYLLABUS AS NECESSARY.

I. COURSE DESCRIPTION
Computer application specific software. Emphasizes the concurrent development of office skills and computer knowledge. This course is designed to be repeated multiple times to improve student proficiency.

II. COURSE MATERIALS
   ISBN: 978-0735697959
B. USB removable drive.

III. OUTLINE and OBJECTIVES
Students must apply the basic skills of reading, speaking, and listening. Attendance is important. Computer technology skills will be used for accomplishing specific tasks. Critical thinking, decision-making, and problem solving will be applied.

- Chapter 4 Work with apps and notifications
- Chapter 5 Safely and efficiently browse the Internet
- Chapter 6 Manage peripheral devices
- Chapter 7 Manage network and storage resources

IV. EVALUATION
A. Chapter Activities—50%
B. Attendance—25%
C. Class Participation—25%
V. CLASSROOM POLICIES
Richland College policy states that food, drink (including water bottles), and smoking are not allowed in classrooms. All food and drinks will be confiscated in the classroom. Children are not permitted in the labs or classrooms at any time. No pagers, beepers, or telephones. **Please turn cell phones off when you are in the classroom and lab.**

VI. INSTITUTION POLICIES
Refer to the Richland College website: [https://richlandcollege.edu/employees/syllabus-institutional-policy-statements/](https://richlandcollege.edu/employees/syllabus-institutional-policy-statements/)