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. The following will be discussed:

- Demonstrate basic tools enabling the student to personalize the Windows Operating System
- Demonstrate basic tools enabling the student to use the security tools built in Windows Operating System
- Basic overview of the Windows Operating System settings.
- Basic overview of settings and personalization tools available in MS Edge, Google Chrome, and Mozilla Firefox internet browsers.

II. COURSE MATERIALS
Instructor will provide materials.

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.

IV. EVALUATION
- Chapter Activities—50%
- Attendance—25%
- 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/