COMPUTER FUNDAMENTALS

POFI 1104.83257

SPRING 2017 | 1 credit hour

WINDOWS 10 — LEVEL II

EMERITUS

INSTRUCTOR'S NAME: Dean Keith
OFFICE NUMBER: A110 (ACCESS Office)
Adjunct Faculty College Center & Evening/Weekend Support Services
OFFICE TELEPHONE: 972-238-6140 (Leave Message)
E-MAIL ADDRESS: deankeith@dcccd.edu
computerdean@verizon.net
CLASS DATES: Friday
10:00 – 1:45
March 3 – March 31
No class on March 17
DROP DATE: March 25, 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 5 Safely and efficiently browse the Internet
   • Chapter 6 Manage peripheral devices
   • Chapter 7 Manage network and storage resources
   • Chapter 8 Manage user accounts and settings

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/