

Collin College - Continuing Education

COURSE SYLLABUS

COURSE INFORMATION

Course Number: COMP 6305

Course Title: Introduction to Personal Computers

Course Description: This course is for the new computer user. Learn basic computer tasks using Windows, typing with a word processor, navigating the Web and working with email, including email attachments.

Suggested Course Prerequisite(s):

Course Resources:

Welcome to the Computer Basics: Windows 10 and Office Online Labyrinth Publications, 978- 1591367918

Student Learning Outcomes: Use productivity software in business applications.

Certification Notes: N/A

Next course recommendation: Window 10 - Beginner

Lesson Plan – by week or session:

Session 1: Getting Your First Look

Starting Programs

Session 2: Using a Word Processor

Working with Files

Session 3: Browsing Web Pages

Searching for Web Sites

Session 4: Sending and Receiving Email

Session 5: Sending and Receiving Attachments

Course Sessions:

Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Method of Evaluation:

Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of the class time in order to be considered a successful completer of the course.

Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.

Students must complete all courses (core and no. of elective courses needed) to complete a certificate series within two years from start date of the first course taken.

Refund Policy:

Please refer to www.collin.edu/ce/infoRegistrar.html for our refund policy. No refunds after the start time of the first class.

Americans with Disabilities Act:

Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.