

COURSE TITLE AND NUMBER: Windows Computers for the Very Beginner CAP 100

# North Central Michigan College

NCMC MASTER COURSE SYLLABUS

Last Date Revised: March, 2011

DIVISION/AREA: Business and Technology

DEPARTMENT:

DIVISION DIRECTOR: Robert J. Marsh, Ph.D., P.E.

ORIGINATOR: Kim Burns

DEAN OF INSTRUCTION: Christine Hammond, Ph.D.

TOTAL HOURS OF INSTRUCTION: LECTURE: 1 LAB: 0 TOTAL CONTACT HOURS: 17.6

COURSE NUMBER: CAP 100

CREDIT HOURS: 1

COURSE TITLE: Windows Computers for the Very Beginner

TRANSFERABLE YES: NO: X TO:

PREREQUISITE(S)/COREQUISITE(S)/ADVISORY:

## CATALOG DESCRIPTION:

Computers can be intimidating for those new to their use. This course is designed as a very basic introduction to Windows-based hardware and software. Students will become comfortable with the Windows PC, begin to appreciate its capacity to make some tasks much easier and realize that computing can even be fun. No prerequisite.

## GENERAL EDUCATION OUTCOMES:

- Independently acquire knowledge

## COURSE OBJECTIVES &amp; OUTCOMES:

At the successful completion of this course, the student will:

- Gain a working, basic knowledge of the personal computer and its uses
- Gain a working knowledge of the Internet and email capability
- Gain a basic knowledge of the Windows operating system
- Gain a basic knowledge of word processing on the computer

METHODS OF INSTRUCTION: Lecture, in class lab exercises

METHODS OF EVALUATION: Exams, homework and laboratory exercises.

REQUIRED TEXTS:

COURSE TITLE AND NUMBER: Windows Computers for the Very Beginner CAP 100  
*PCs for Dummies, Windows 7 Edition, by Dan Gookin (ISBN:978-0470465424)*

OPTIONAL SUPPLEMENTARY MATERIALS:

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Reasonable accommodations can be provided for students with documented disabilities. Please contact Learning Support Services to arrange these: SCRC 533, 348-6817 or 231-348-6687, or [kflewelling@ncmich.edu](mailto:kflewelling@ncmich.edu)

TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION:

<u>Week</u>	<u>Material to Cover</u>
1	Introduction to Class
2	Computer Overview – Operation Basics (Including Actual Operation)
3	Computer Overview – Hardware (Including Actual Operation)
4	Computer Overview – Software (Including Actual Operation)
5	Computer Usage – Windows Operating System
6	Computer Usage – Windows Operating System
7	Computer Usage – Windows Operating System
8	Computer Usage – Windows Operating System
9	Computer Usage – Word Processing with Wordpad
10	Computer Usage – Word Processing with Wordpad
11	Computer Usage – Introduction to the Internet
12	Computer Usage – Introduction to the Internet
13	Computer Usage – Introduction to Email
14	Special Topics – Additional Uses for Computer
15	Review for Examination
16	Final Examination

APPROVED FOR ADOPTION BY THE CRD/AP COMMITTEE ON \_\_04 18 11\_\_