Course Syllabus: COMPUTERS - ABSOLUTE BEGINNERS
SENR 7011 101CL
8:30-10:30 / T / LLGP Rm # 105

Instructor Information

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Course Description

This course will help students understand the relevance of computers in our society. To help students understand the various components of the computer. To help students understand the power of a computer. To help students understand the difference between software and hardware. To inform students about the various spyware, malware, and internet threats.

Required Supplies

1 Flash Drive

End-of-Course Outcomes

Upon successful completion of this course, students will: 1. Recognize the importance of computer literacy. 2. Define the term computer and identify its components. 3. Explain why a computer is a powerful tool. 4. Recognize the purpose of a network 5. Discuss the uses of the Internet and World Wide Web. Recognize the difference between installing and running a program 7. Identify the types of software. 8. Describe the categories of computers 9. Determine how the elements of an information system interact 10. Identify the types of computer users. 11. Discuss various computer applications in society.

Course Outline

Week 1: Introducing the learner to Hardware and Software

Week 2: Familiarizing the learner with the Keyboard and Mouse

Week 3: Introducing the Internet – Part 1

Week 4: Introducing the Internet – Part 2

Week 5: Using email Part 1

Week 6: Using email Part 2

Week 7: Extending learning on email and the Internet

Week 8: Creating a document using Word

Week 9: Creating an envelope using Word

Week 10: Use of the internet for practical purposes

Week 11: Use of the internet and internet safety

Week 12: Reviewing your learning

COVID Statement

All students, faculty and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at www.com.edu/coronavirus. Students are required to watch a training video, complete the self-screening, and acknowledge the safety guidance at: www.com.edu/selfscreen. In addition, students, faculty, and staff must perform a self-screening prior to each campus visit. Finally, students, faculty, or staff which have had symptoms of COVID-19, received a positive test for COVID-19, or have had close contact with an individual infected with COVID-19 must complete the self-report tool.

Grading Scale

Students enrolled in non-funded non-credit classes will receive a final grade of "CR" (Completed Successfully) or "N" (no, did not complete).

Withdrawal Policy

You may withdraw from this course at any time by speaking with the Front Desk Personnel who will file the necessary paperwork. Once the semester is underway, we do not issue refunds. If you have a special circumstance, please speak with the Program Manager.

Americans with Disabilities

Any student with a documented disability needing academic accommodations is requested to contact the Office of Services for Students with Disabilities at 409-933-8520, which is in the Student Success Center. http://www.com.edu/student-services/counseling.php).

Classroom Conduct Policy

College of the Mainland requires that students be familiar with the Standards of Student Conduct, which can be found in the on-line Student Handbook at http://www.com.edu/student-services/student-handbook.php. Students should always act in a professional manner and will be held accountable according to college policy. Violations of the Code of Conduct will result in a referral to the Office for student Conduct and may result in class dismissal.

Emergency Notification System

College of the Mainland uses a rapid notification system called COM Alert to send text, voice and/or email messages for unscheduled school closings and other emergencies. Student and employee contact information provided during registration is automatically loaded into the system and updated every night. Because of this, students are encouraged to provide a cellphone number as their primary contact phone number. Students may update their default contact information through the Lifelong Learning office. In addition to the automated process, anyone including non-student family and community members may create a COM Alert account by visiting https://comalert.bbcportal.com. This type of account is managed independently from the automatic uploads and allows for multiple contact phone numbers to be provided.

Concerns/Questions Statement

If you have any questions or concerns about any aspect of this course, please contact the instructor using the contact information provided at the top of this form. If, after discussing your concern with the instructor, you continue to have questions, please contact Lisa Renfroe at 409-933-8432.

Drug-Free / Smoke-Free Campus Policy

College of the Mainland prohibits the possession or use of illegal drugs or alcohol by students on campus or while representing the college at off campus student events. Violations of this policy will result in dismissal from the program. College of the Mainland campuses are smoke-free campuses.