

*Michigan State University*  
*School of Education*

**COM 135:** Computer Basics  
**Course Credit:** 3 semester hours  
**Course Syllabus:** Fall 2011

**Instructor Information:**

Ms. Charlene Edwards  
Phone: 345-102-9900 ext. 679  
Office Location: Virtual  
Office Hours: Online only by appointment  
Telephone Hours: 4pm-6pm  
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**Course Description:** This course is an undergraduate course to introduce students to the basic components of a personal computer. The focus is to learn how to use the personal computer, software applications, and navigate the Internet.

**Course Objectives:**

Upon completion to the course, students will be able to:

1. Understand the basic components of a personal computer.
2. To understand the functions of the Internet.
3. Understand basic features of Microsoft Word, Excel, & PowerPoint.
4. Demonstrate knowledge of computer hardware and software.

**Prerequisite:** none

**Required Text:** none

**Optional Textbooks:**

Reference books if necessary.

*Windows 7 Simplified*  
Paul McFedries  
Wiley, John & Sons, Inc. 2009

*Microsoft Office 2010 Plain & Simple*  
Katherine Murray  
Microsoft Press, 2010

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*The Internet: The Basics*

Jason Whittaker

Routledge, 2002

### **Systems Requirements:**

Students will need to access to a computer or a tablet with Internet connection.

### **Software for the Course:**

- Microsoft Office
- Internet Explorer or Safari
- Adobe Reader
- Flash Player
- Quicktime
- Windows Media Player

### **Course Policies:**

**Time Management:** An online course takes a lot of time and effort.

**Participation:** Students are expected to participate in online discussions. Students should check their email and online postings at least three times a week. Students are expected to post to the discussion questions and reply to at least two posts.

**Professionalism:** Students should act in a professional manner in their online course interactions.

**Writing:** Students should use college level writing with correct spelling and grammar for assignments and online discussions. All written assignments are to be double spaced using APA style.

**Late Work:** Assignments submitted late will receive a penalty. Assignment more than 10 days late will not be accepted. No exceptions.

- 1 day late = 5%
- 2 days late = 10%
- 3-5 days late = 20%
- 5-10 days late = 30%

**Backing up your files:** Students should save their work on a storage device or on their own computer.

**Communication Policy:** If you email me, I will respond within 24 hours. I will post information on the announcement board twice a week.

**Grading Scale:**

300-250	A
249-200	B
199-150	C
149-100	D
Lower than 100	F

**Course Assessments:**

- Online class Discussions -15%
- Microsoft Word Project – 15%
- Microsoft Excel Project – 15%
- Microsoft PowerPoint Project – 15%
- Computer Timeline Project - 25%
- Reflection Paper – 15%

**Course Assignments:**

Date	Topic & Assignments	Due date
Week 1 Introductions	Online Discussions: Introductions Introduce yourself to the class on the class discussion board Reply to at least 2 students.	Sunday, 11:59pm
Week 2 Computer History	Online Discussion: How has technology changed since the 1990's? Reply to at least 2 students  Topic: Computer History Computer History Timeline Activity: Create a timeline of computer history. Use images and text pertaining to the events. <a href="http://www.glencoe.com/sec/computered/techconnect/student/pdfs/TechFoundations_1.pdf">http://www.glencoe.com/sec/computered/techconnect/student/pdfs/TechFoundations_1.pdf</a>	Sunday, 11:59pm
Week 3 Parts of A Computer	Online Discussion: What is a computer? Why were computers invented? Reply to at least 2 students  Parts of a Computer Quiz.	Sunday, 11:59pm
Week 4  WordProcessing Microsoft Word	Online Discussion: How would you use Microsoft Word at your workplace? Reply to at least 2 students  Microsoft Word Activity: Create a Memo regarding company	

	holiday hours.	
Week 5 Spreadsheets Microsoft Excel	<p>Online Discussion: How would you use Microsoft Excel at home? Reply to at least 2 students</p> <p>Microsoft Excel Activity: Create a small budget workbook of your home expenses.</p>	Sunday, 11:59pm
Week 6 Microsoft PowerPoint	<p>Online Discussion: How would you use Microsoft PowerPoint at your workplace? Reply to at least 2 students</p> <p>Microsoft PowerPoint Activity: Create a 10 slide presentation about yourself.</p>	Sunday, 11:59pm
Week 7 Internet Basics	<p>Online Discussion: What are your fears of using the Internet? Reply to at least 2 students</p> <p>Internet Activity: Evaluate at least two search engines. Write one page report.</p>	Sunday, 11:59pm
Week 8 Reflection	<p>Online Discussion: What is your philosophy of technology? Reply to at least 2 students</p> <p>Write a two page reflection on your views of using technology. What have you learned from this course? How did course improve your technology skills?</p>	Sunday, 11:59pm