

NASSAU BOCES - ADULT EVENING PROGRAM
Joseph M. Barry Career & Technical Education Center
1196 Prospect Ave.
Westbury, NY 11590

COURSE OUTLINE

Course Name: **Beginning Computer and Internet Use**
Weeks: 5
Sessions: 10
Hours: 30
Days/Time Tue/Thu 7-10pm
Instructor: Ms. Gayle Sparkman
Required Textbook: None
Prerequisites: None
Adult evening Office: (516) 622-6950

Course Overview:

This course is for the adult who has never used a computer or feels intimidated by the technology. Opens up the world of computer applications and the Internet and starts from the very beginning.

Related Certificate Program: Computer Business Operations Certificate – any sequence of courses in Computer Business Operations that meets a total of 150 hours.

Course Topics

Session 1 Course description
 School policies
 Basic computer topics
 Using a computer
 Brief introduction to Operating Systems
 Lab Work

Session 2 Computer Components
 Review of basic computer topics
 Using the Mouse
 Using the Keyboard
 Lab Work

Session 3 Review of Mouse Usage
 Keyboarding
 Save and Save as
 Lab Work

Session 4 Introduction to Word Processors
 Edit, Notepad, Word Pad, Word
 Lab Work

- Session 5 Word Processors continued
 Word
 Lab Work
- Session 6 Test
- Session 7 Introduction to Spreadsheets
 Navigation thru Excel
 Introduction to Paint
- Session 8 Introduction to Internet
- Session 9 Internet continued
 World Wide Web
 Email, Introduction to Outlook, Calendar
- Session 10 Test