



Basic Computer Skills - Syllabus

Instructor: Dr. Joshua Adams

Term: Fall 2025

Course Description

This course provides a foundational understanding of computer hardware, software, and operating systems. Students will develop essential skills in file management, word processing, spreadsheets, presentations, and internet usage. The course emphasizes hands-on activities and real-world applications to prepare students for success in academic and professional settings.

Learning Objectives

- Identify the main components of a computer system and their functions.
- Effectively manage files and folders within an operating system.
- Create and format documents using word processing software (e.g., Google Docs, Microsoft Word).
- Develop spreadsheets and perform calculations using spreadsheet software (e.g., Google Sheets, Microsoft Excel).
- Design and deliver presentations using presentation software (e.g., Google Slides, Microsoft PowerPoint).
- Utilize the internet for research, communication, and collaboration.
- Understand basic cybersecurity principles and practice safe computing habits.
- Troubleshoot common computer problems and seek appropriate solutions.

Assessment & Grading

- Skills-Based Assignments - 40%
- Quizzes - 20%
- Final Project - 20%
- Participation & Discussions - 20%

Course Projects

This course includes a final project designed to integrate the skills learned throughout the semester. Students will work individually or in small groups to complete a project that demonstrates their proficiency in using computer technology to solve a real-world problem. Examples include:



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- Digital Portfolio: Create a digital portfolio showcasing their work and skills.
- Research Project & Presentation: Research a technology-related topic and present findings.
- Community Technology Project: Develop a project that addresses a technology need in the local community.
- Small Business Technology Plan: Create a technology plan for a small business.