

Computers Made Fun and Easy

Class Syllabus and Scope

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Scope: Gentle introduction to computers for people that have no or little experience.

Objectives - things you will learn:

1. What is a computer? What is hardware, what is software?
2. Writing files with Word: writing, editing, saving, deleting
3. Surfing the web: how to find things, from recipes, to used cars, to free things
4. Email: set up a free email account – send and receive email from friends
5. What is the Internet?
6. Safety: what not to do on the web: think before entering personal information, never open email from people you don't recognize, avoid common Internet scams
7. Create your own webpage

We can cover any topic that is of interest to the class. Such as spreadsheets, powerpoint presentations.

The intended audience: everybody is welcome. Absolutely no experience is required, this is an introductory class.

Why should I learn about computers:

Computers are everywhere.

1. They can help you get a better job.
2. You can exploit the tremendous amounts of information by surfing the web.
3. Use email: communicate with family and friends with absolutely no charge!
4. Simplify your life: write documents.
5. Have fun.
6. The class is free!

Instructors' requests:

- Ask when you don't understand something
- Respect and help the other students

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