

# **BSL-020 Computer Literacy I**

## **Course Syllabus**

Policy for Individuals with a Disability: Bunker Hill Community College is committed to providing equal access to the educational experience of all students in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 199. Any student with a documented disability requiring an accommodation should immediately speak to the professor. Students with disabilities, who have not already done so, should schedule an appointment at the Office for Students with Disabilities (Room D106A) in order to obtain appropriate services.

Classes: Wednesday 6:00 P.M- 8:45 P.M  
Location: Charlestown Campus room D117  
Instructor: Buteau Francois  
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### **Course Description:**

Students will learn how to use keyboard and learn how to use a computer to type letters, send emails, and perform simple Internet searches. They will also learn basic tasks such as creating, opening, editing and printing word processing documents

### **Course requirements:**

Students are expected to attend all class sessions. Absence may result in lowering grade. All assignments are due every Wednesday at 6:00PM

Required text book: Olivia Adendorff and Lois Wooden (2006) Welcome to Computer for ESL Students

September 3, 2008

### **Learning About Computer Basics**

Computer Basics

September 10, 2008

### **Using Windows and Start Menu**

- The Windows Desktop
- Workbook Exercises 1.1, 1.3, 1.4, 1.5, 1.6, 1.7 and 1.8 are due

September 17, 2008

### **Using Windows Programs**

- Using Windows Menu
- Workbook Exercises 2.1, 2.2, 2.4, 2.5, 2.6, 2.7, 2.8 and 2.9 are due. You will be paired with a partner in class to practice exercise 2.3

September 24, 2008

### **Creating a document in WordPad**

- Using Word Processing Programs
- Workbook Exercises 3.1, 3.2, 3.4, 3.5, 3.6, 3.7, 3.8 and 3.9 are due. You will be paired with a partner in class to practice exercise 3.3

October 1, 2008

### **Creating document with WordPad (continued)**

Workbook Exercises 4.1, 4.3, 4.4, 4.5, 4.6, 4.7 and 4.8 are due. You will be paired with a partner in class to practice exercise 4.2

October 8, 2008

### **Using the Internet**

Workbook Exercises 5.1, 5.3, 5.4 are due.

October 15, 2008

### **Using the Internet (continued)**

- Using Internet Explorer
- Search engine
- Search with Google
- Workbook Exercise 5.5 and 5.6 are due.

October 22, 2008

### **Using the Internet (continued)**

- Other search Engines
- Search Results
- Workbook Exercises Chapter 5 skill builder exercises are due.

October 29, 2008

### **Working with Email**

- Getting an email account
- The Address Book
- Workbook 6.1, 6.2, 6.4, 6.5, 6.6, 6.7 and 6.8 are due. You will be paired with a partner in class to practice exercise 6.2

November 5, 2008

### **Working With Email (continued)**

Personal E-mail project

November 12, 2008

### **Writing letters in Microsoft Word**

- Use Microsoft Word
- Create personal and business letters

November 19, 2008

### **Writing letters in Microsoft Word (continued)**

- Use the Word toolbars
- Set a tab using the ruler
- Skill Builders Exercises due in class

November 26, 2008

### **Copying and Pasting**

- Copying and Pasting within a Program
- Skill Builders Exercises due in class

December 3, 2008

### **Copying and Pasting (continued)**

- Copying from one Program to Another
- Copy from the calculator into Word
- Skill Builder Exercises

December 10, 2008

**Working with Microsoft Word (revision)**

- Insert file
- Insert pictures
- Skill builder Exercises

December 17, 2008

**Final project due in class**