



CENTRAL PIEDMONT COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

Course Number: DPT8002
Course Name: Personal Computer Training with Windows
Course Length: 7 Hours

Last Revised On: 6/30/08

Description:

Students will learn fundamental PC concepts and terminology; use Explorer to manage files and folders; use WordPad and Paint; customize the desktop, and access the Internet.

Objectives:

- Use fundamental personal computing terminology.
- Use fundamental Windows skills.
- Use Windows Explorer to manage files and folders.
- Use common Windows program techniques by working with several programs at the same time.

Content:

1. Getting Started with Personal Computers
 - Uses of Personal Computers
 - Types of Personal Computers
 - Common Computer Components
 - How Personal Computers Work
 - Start the PC
2. Using a Personal Computer
 - Log On to a PC
 - Explore the Desktop with the Mouse
 - Manipulate Open Windows
 - Use Help and Support
 - Adjust the Mouse
3. Managing Folders and Files
 - Folder and File Organization
 - Access the Windows Explorer
 - Use the Search Companion
 - Work with Folders
 - Work with Files
 - Create Shortcuts
 - Use the Recycle Bin



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4. Using Programs at the Same Time
 - Create a Document in WordPad
 - Use the Address Book
 - Format Text
 - Use the Calculator
 - Customize a Logo in Paint
 - Turn Off the Computer

Prerequisites:

- None. Students enrolling in this course should understand very little about computers and the Windows operating system.

Method of Instruction:

- Lecture, demonstration and hands-on use.

Evaluation:

- Exam: NO
- Class participation: YES
- Demonstration of Skills: YES