



CENTRAL PIEDMONT COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

Course Number: DPX 7414
Course Name: Intro to the Personal Computer and MS Windows
Course Length: 15 Hours

Last Revised On: 6/30/08

Description:

This introductory course is perfect for the PC Novice as well as those with computer experience. The course content includes basic computer terms, parts of the computer, uses of application software and Windows. In Windows you will learn how to manage your application software, your desktop and your files.

Objectives:

- Define basic computer terms and identify the main parts of a computer system and understand the functions of each part.
- Learn how to boot up and shut down the PC
- Identify the components of the Windows desktop
- Navigate through the Windows operating environment
- Use My Computer window to manage files , create shortcuts and copy a file to a disk
- Explain the purpose and location of the Explorer
- Utilize the WordPad, calculator and paint accessories
- Explore the web browser window
- Customize the Windows display with basic features.

Content:

1. Discussing computer hardware
 - Monitor
 - CPU
 - Keyboard
 - Printer
 - Mouse, roller ball, joy stick and pen
 - Scanner
 - Modem
 - Network
 - Surge protector
2. Discussing memory
 - RAM and ROM
 - Byte, kilobyte, megabyte and gigabyte



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3. Discussing storage
 - Hard drive
 - Disk drive
 - Double density diskette vs. high density diskette
 - ZIP disk
 - CD ROM

4. Doing basic computer start up and power down tasks
 - Cold boot vs. warm boot (Control-Alt-Delete)
 - Virus Check
 - Viewing opening screen
 - Exiting windows and powering down

5. Learning mouse basics
 - Proper hand placement
 - Left button vs. right button
 - Point, click, double-click, click 'n drag

6. Exploring the Windows Desktop
 - Navigating the active desktop
 - Identifying the parts of a window
 - Manipulating windows

7. Using the "My Computer" Icon
 - Managing files
 - Accessing drives
 - Formatting diskettes
 - Copy a file to a disk
 - Working with folders and subfolders

8. Creating shortcuts in "My Computer"
 - Using the drag and drop method
 - Using the shortcut wizard

9. Introducing the Explorer basics
 - Locating the Explorer
 - Identifying parts of the Explorer window
 - Expanding and collapsing folders
 - Viewing options



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10. Using Windows accessories
 - Using WordPad
 - Using Paint
 - Using personal information managers (as time permits)
11. Customizing the Windows display
 - Customizing the desktop
 - Using the screen saver
 - Modifying desktop colors and fonts
 - Setting up the active desktop
12. Getting on-line HELP
 - Using the Contents page
 - Using the help Index
 - Using the Find feature
 - Using the Answer Wizard
13. Using the web browser
 - Accessing the internet
 - Exploring the web with a browser

Prerequisites:

- None

Method of Instruction:

- Lecture, demonstration and hands-on use

Evaluation:

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