



CENTRAL PIEDMONT COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

Course Number: SNR7000
Course Name: Introduction to Computers
Course Length: 6 Hours

Last Revised On: 7/23/08

Description:

Students, who have no computer experience, will be introduced to computer hardware and software, the mouse and Windows.

Objectives:

- Learn components of computer hardware
- Learn about computer software
- Apply basic mouse moves
- Identify and open computer software programs
- Learn to store files within "My Documents"

Content:

1. Computer Hardware
 - CPU
 - Keyboard
 - Monitor
 - Printer
 - Scanner
 - Microphone
2. Computer Software
 - Operating System
 - Applications
3. Using the Mouse
 - Point, select, open and move
 - Quick menus (right click)
4. Identifying Windows
 - Start up menu to programs
 - "My Computer"
5. Identifying "My Documents"
 - Create and store a file using Word



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- Learn to manage files within "My Documents"

Prerequisites:

- None

Method of Instruction:

- Lecture, demonstration and hands-on use

Evaluation:

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