



**PENINSULA
COLLEGE**
Community Education

SYLLABUS

S-C 015 COMPUTER BASICS

SPRING 2010

Tuesdays, 4/6/2010 thru 6/8/2010

3:00PM - to - 5:00PM

DUNGENESS DESIGN

RENNE BROCK-RICHMOND

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.edu

Instructor Information:

Masters of Fine Art in Visual Art from Norwich University

Bachelors of Science in Art from Lewis & Clark College

Certificate in Virtual Worlds from University of Washington

Although my degrees have focused on art, my theories, techniques, and practices have been communicated via the computer sciences. I have worked with both PC and Macintosh computers since 1980, and worked as an instructor at Monterey Peninsula College, Peninsula College, and taught digital media through my own independent courses and workshops. As part of my personal business, unique as you, I design marketing packages, websites, virtual world environments, and train individuals and small businesses on software foundations, Internet skills, social media usage, and virtual world proficiency.

Course Catalog Description

Wishing you knew more? Whether you've already had a class or haven't turned on your computer, this basic class will help you improve your skills. Information on purchasing the right computer is included with the terminology and component information you need to know to ask questions. Topics include creating, moving, and organizing files and folders, opening and closing software, basic computer maintenance, saving and sending your pictures, the Internet and Internet security, researching online and email communications. Open up a whole new world of information and communication and enjoy the experience!

Course Objectives and/or Course Topics

- Use the mouse and keyboard techniques
- Navigate through the Windows environment including the Desktop, Dialog boxes, Menus, and document files.
- Open, Close, Size, and Tab between windows
- Create a document, edit it, and name and save it
- Copy and paste text
- Save a file to a storage device.
- Manage files and folders
- Navigate the computer to locate files
- Use the computer's Help files
- Open and review functions of the Control Panel
- Properly install and remove programs from the computer

- Maintain a computer's optimal performance
- Locate files and folders through My Computer
- Use Windows folders such as My Documents and My Pictures
- Move and Copy Files and Folders
- Customize Microsoft Word
- Create a simple document, edit it, name it and save it
- Copy and paste text
- Format a Word document using line spacing, indents, and tabs
- Inserting pictures
- Change Internet Explorer options
- Obtain a basic understanding of Internet security
- Use tools to protect the computer from viruses and spyware
- Search effectively on the Internet
- Compose an e-mail message and send an attachment

Optional Information

This class is not a correspondence course, please attend class & practice at home. The class is action-packed. Please follow instructions. If you have a question, please ask your instructor, Renne, not the student near you. We review lessons multiple times, so don't worry if you don't get it the first time. When asked, please stop and listen.

Schedule:

Week 1 - Getting started on the computer

Becoming familiar with the computer and Navigation of the Desktop:

Turning the computer on and off

Using the mouse and understanding the cursor

Keyboard Basics

Desktop, Start Menu, Taskbar, Sidebar

Inside a window, Thumbnails, Titlebar, Icons, Lists, Details, Folders, Files, Toolbar

Minimizing, Maximizing and Moving a Window

Resizing/Tab/Closing a window

Opening a program and Exiting a program

Basic Controls of a program

Menus

Dialog Boxes

Scrolling

Standard Buttons Toolbar

Overview of basic computer terms

Week 2 - File Management and Saving

Working with Programs and Creating Files

Basic File Management

Files vs. Folders

Creating new folders

Navigation of folders

Search box, Address Design Bar, Navigational Pane

Exploring My Computer and its folders

Fun with Folders

Copying Folders

- Moving Folders
- Renaming Folders
- Deleting Folders
- Recycle Bin
- Saving Options
- Opening and exiting a program
- Making a Selection
- Copying, Cutting, and Pasting
- Working with text
- Working with images
- Saving Files
 - Naming a File or changing the name of a File
 - Saving Files to external media
- Finding and Opening Files

Week 3 – Review File Management and Word Basics - Working with Text, Images, and Formatting Documents

- Quick Review using My Computer, My Documents, and My Pictures
- Moving and Copying Folders
- Introduction to Microsoft Word
- The Magic of Undo
- Different ways to view Word
- Customizing Word settings
- Toolbars and Menus
 - Non-printing characters and special characters
- Inserting Text
 - Changing Text
- Copying and Moving Text
- Aligning Text
- Changing Text Size, Style and Color
- Double-spacing Text
- Bullets and Numbering
- Applying Bold, Underline, or Italic
- Indents, Tabs, and Spacing
- Inserting Pictures
 - Formatting Documents
- Printing

Week 4 – Office Extras and Image Programs

- Microsoft Office Programs – Excel, Outlook, and PowerPoint
- Photo and Image Programs

Week 5 – Introduction to the Internet

- Introduction to Internet Explorer and other Browsers
- Toolbar Buttons
- Add Favorites
- Printing from Internet
- Links

Week 6 - Searching the Internet and Web 2.0

- Search Engines and Searching Techniques
- Blogs, Social Networking, and Wiki

Week 7 - Email

Composing and sending an Email message

Attachments

Email etiquette

Create an email address book and email groups

Week 8 - Internet Settings and Internet Security

Customizing Internet Explorer

Changing the Home Page

Cookies

Temporary Internet Files

Security Level

Pop-up blockers

Viruses and Spy ware

Week 9 - Control Panel and Customizing your Experience

Introduction to Control Panel

Personalize your computer

Changing the computer's Colors, Sounds, Desktop background, Screensaver, Font, user account picture, Theme, and Side Bar

Display Options

Folder Options

Mouse Options

Add/Remove Programs

Add/Remove Devices

Other Control Panel features

Week 10 - Beyond the Basics

Using your Help Files

Installing new programs and new hardware

Removing (Uninstalling) a program correctly

Perform advanced tools for Routine Computer Maintenance

Course review and skill extension

Burning Questions Answered

This class supports Peninsula College Strategic Priorities with instruction relating to:

- Global Awareness**...preparing students to live in an increasingly interdependent global society.
- Rapid Change**...preparing students to succeed in a world characterized by rapid change in the workforce and technologies.
- Rural Economic Development**... providing leadership and support for the ongoing sustainable development of rural communities.
- Environmental Sustainability**...promoting sound environmental stewardship through the teaching and learning process and institutional practices.
- Outreach to Diverse Populations**...contributing to a healthy, vibrant community by engaging diverse populations.

The Americans with Disabilities Act of 1990. Peninsula College is committed to providing accessibility to all students. Any student with special needs must complete a self-identification form available in the counseling office. This information will remain strictly confidential.

