



## **Peninsula College Community Education - Computer Basics Syllabus**

**Term: Winter 2010**

**Day: Monday**

**Dates: 01/04/10 to 03/22/10.**

**NO CLASS on 1/8/10 and 2/15/10**

**Time: 3:00 p.m. to 5:00 p.m.**

**Location: Dungeness Design**

**Instructor: Renne Brock-Richmond**

**Contact: RenneB@pencol.edu or**

**360.460.3023**

**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! Washington State clock hours offered.

### **Objectives and Student Outcomes:**

- 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

**List of Materials: Download Handouts Important! All handouts are PDF files that you can download at my website. Please obtain them before class. Click on my smile icon to get the files.**

**[http://uniqueasyou.com/courses\\_computer\\_basics.htm](http://uniqueasyou.com/courses_computer_basics.htm)**

**Instructor Qualifications:** I earned a Bachelors of Science in Art at Lewis and Clark College and a Masters of Fine Art in Visual Art at Norwich University. 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 marking packages and websites, and train individuals and small businesses on software foundations and Internet skills.

**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.

**★ Gold Star ★ Protocols! Thank you!**

- ★ 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.

**Suggested textbook:**

***Teach Yourself VISUALLY Windows XP*** by Paul McFedries, Visual Publishing, April 5, 2005

***Microsoft Windows Vista Illustrated Complete*** by Steve Johnson, Course Technology, January 14, 2008

Copyright © 2010 Renne Emiko Brock-Richmond.  
All Rights Reserved

## **Course Outline:**

### **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 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
- Adding to 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
- Adding 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