



Introduction to Computing

Non-Package Price: \$175

Course Description:

This course is designed for the new computer user. The topics covered in this class are basic computer concepts essential to any user at any level.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities –7 hours (1 day)

Course Objectives: To teach the new computer user the basic parts of a computer and the basics of the operating system.

Upon successful completion of this course, students will be able to:

- Identify various computer components
- Operate a computer in the Windows XP environment

Prerequisites:

Keyboarding skills.

Course Outline	
Computer Hardware <ul style="list-style-type: none">• CPU• RAM• Disk storage• Floppy disks• Hard drive• Mouse• CD Rom• Monitor• Printer• Modem• Tapes	How to Use the Keyboard and Mouse <ul style="list-style-type: none">• Click, double click, click and drag• Keyboard shortcuts Windows XP Features <ul style="list-style-type: none">• Minimize, maximize, move, re-size, tile Understand and Use the Task Bar Multi-Task Recycle Bin
Computer Software <ul style="list-style-type: none">• Operating systems• Application software• Viruses	