



## PC Basics

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The course length is 9 hours. This course has no pre-requisites.

PC Basics was developed on the idea that people need to have a basic understanding of the computer environment in order to comprehend more advanced topics. The course focuses on the relationship between hardware and software, and specifically comparing and contrasting the concept of storage memory and working memory (RAM). Through this process we build a model of how the computer works and how users interact with it. Students learn step by step the approximate way in which a calculation device has been applied to allow users to write documents, send email, make a movie or do any of the other fantastic things that computers do.

Our students tend to leave the Intro class excited about technology and have a basic roadmap of how to go about learning to harness that technology. This course has a lot to do with clarifying terms, removing intimidation and enabling student growth.

### Introduction to PC's

- What is a PC?
- Identify hardware
- TLA
- CPU, RAM, Storage
- Identify peripheral devices
- Identify Software
- Memory and Software
- Understand the role of an OS
- GUI
- Mac vs PC
- Know the role of an application

- Identify Ports
- Define open source/proprietary software

### Using Windows

- Be comfortable using Windows
- Parts of the screen/window
- File Structure
- Create a file
- Save a file
- Open a file
- Create a folder
- File Management
- Copy and move files

## Using the Internet

- Understand internet terminology
- Internet Background
- Use different navigation methods for the internet
- URL's
- Create a bookmark/favorite
- Tabbed Browsing
- Internet History
- Learn search techniques for search engines
- Verify online information
- Use online tools to transfer files
- Using internet forums