

Simply a Better Way to Learn!



O F F I C E S K I L L S

Introduction to Personal Computers for End Users

Course Introduction

In the Introduction to Personal Computers for End Users course, the student will learn about the components and basic operation of the personal computer. The content in this course is both conceptual and practical, and is intended to provide the student with a basic knowledge of computing. This course will also help the student to assess and decide what type of computer is appropriate for their needs.

This course consists of eight Lessons and a Final Exam. As the student works through the lessons in this course, they are given ample opportunity to practice, apply, and develop their skills in personal computing. There are questions at the end of each Lesson designed to reinforce the concepts the student has learned in the Lesson.

Course Prerequisite(s)

Introduction to Keyboarding course, or equivalent typing skills with the ability to type 10 to 20 words per minute.

Course Aim

To provide an understanding of how personal computers work and how they can be used to access the Internet. This course also provides an introduction to common business applications.

Of Interest to

Those who wish to know about using personal computers for home or business.

Method of Delivery

Integrated Learning™ System training facilitated by Academy of Learning College facilitators.

Course Breakdown

Lesson 1:

Families of Personal Computers; PC Designs

Lesson 2:

The System Unit; Common Peripheral Devices for Input; Common Peripheral Devices for Output; Common Peripheral Devices for Storage; Common Peripheral Devices for Communications

Lesson 3:

How a Computer Works; Preparing a Computer for Use; Understanding Operating Systems

Lesson 4:

Understanding Device Drivers; Using the Mouse; Using the Keyboard; Using the Monitor; Understanding Printers; Troubleshooting Configuration Problems; Hardware Troubleshooting; Health Issues

Lesson 5:

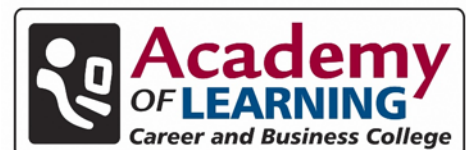
Common Business Software Applications; Using a Word Processing Application; Using a Spreadsheet Application

Lesson 6:

Exploring Files and Folders; Using the Recycle Bin; Installing and Uninstalling Software

Lesson 7:

Introduction to Multimedia; Introduction to Graphics; Introduction to Animations; Introduction to Video; Introduction to Sound



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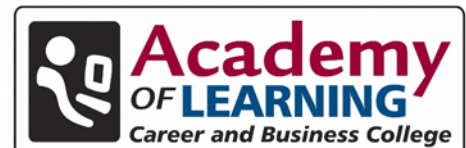
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Lesson 8:

Communication Between Computers; Introduction to the Internet; Browsing the World Wide Web; Using E-mail

Course Notes

Course manual provided for ongoing reference. There is a final exam upon completion of the course. Participants who receive 75% or higher on their exam will receive a certificate.



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