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## **INTRODUCTION TO PERSONAL COMPUTERS**

**Course Description:** Students will learn basic computer concepts and skills related to IBM and compatible computers. Students will receive a thorough introduction to the hardware components of a personal computer. In addition, they will learn some practical DOS and Windows techniques and become acquainted with applications.

**Course Objective:** This course is geared toward the beginner computer user. After completing this course, students will be able to identify and connect devices, understand how the CPU and memory work, and organize files in DOS and Microsoft Windows.

### **Course Content**

#### **Lesson 1: Getting started**

- Orientation to personal computers
- The system unit
- Connecting the components
- Starting the computer

#### **Lesson 2: Input devices**

- The keyboard
- The mouse
- Other input devices

#### **Lesson 3: Processing**

- The CPU
- Memory

#### **Lesson 4: Storage**

- An overview of storage devices
- The floppy-disk drive
- The hard-disk drive
- Other storage devices

#### **Lesson 5: Output devices**

- Monitors
- Printers
- Modems
- Sound boards

#### **Lesson 6: The operating system**

- An introduction to the operating system
- File-management concepts

#### **Lesson 7: DOS survival guide**

- Using the command prompt

#### **Lesson 8: Windows survival guide**

- The Windows Desktop
- The Program Manager
- Organizing the Desktop
- The File Manager

#### **Lesson 9: Application software**

- Using application software