

**AUSTIN COMMUNITY COLLEGE  
CONTINUING EDUCATION**

**FUNDAMENTALS OF PC USE**

(22 hours + 2 free hours = 24 hours course)

**ITSC 1006**

**COURSE SYLLABUS**

**Course Description:** Perfect for new users who want to gain confidence and a firm understanding in using personal computers. Topics include using the keyboard and mouse, working in the Windows environment and learning basic troubleshooting. A study of microprocessor architecture, file creation/deletion, data entry and manipulation, automatic file execution, configuration, and directory commands. This is a “hands-on” class that also features two free hours of supervised personal practice. This class includes Orientation to Windows. Prerequisites: None.

**Objectives:** This course is divided into three parts: PC Basics, Orientation to Windows, and Application Software. The objectives for each part are:

PC BASICS

- Name the components of a computer system
- Explain the concept of “operating system” and the basics of how computers are used
- Define basic computer terms
- Discuss what is involved in purchasing, maintaining and upgrading computer system
- Explain how various types of application programs are used

ORIENTATION TO WINDOWS

- Identify parts of the Windows screen
- Make changes to the desktop
- Move, resize, and organize windows
- Create, save, move and delete folders and files
- Use Windows Explorer
- Use Windows Accessories (Notepad, WordPad, Paint, etc.)

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APPLICATION SOFTWARE

- Use word processing software
- Create, save and delete files
- Use basic formatting techniques
- Use spreadsheet software
- Explain graphic software, database software and other types of software

**Rationale:** Use of personal computers has become a standard requirement in the business world. A basic knowledge of computers is absolutely critical to success.

**Required Material:** None

**Type of Course:** Short Course

**Evaluation:** Students will be evaluated on their competency in performing a variety of hands-on exercises throughout the course. In order to grant CEU credit for a course the students must be able to complete assessment exercises for each part of the course given by the instructor. The instructor will validate each participant's achievement of the course objectives by signing and awarding individual certificates of completion.

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**COURSE SYLLABUS**

**Course Outline:**

PC BASICS (10 hours)

- I. Defining Computers
- II. The History of Computers
- III. Hardware
  - A. Input devices
    - 1. Keyboard
    - 2. Mouse
    - 3. Trackball
    - 4. Touch Pad
    - 5. Joystick
    - 6. Scanner
    - 7. Digital Camera
    - 8. Microphone
    - 9. Floppy Diskette
    - 10. CD ROM
    - 11. Zip Disk
    - 12. Tape
  - B. Output Devices
    - 1. Monitor
    - 2. Printer
    - 3. Speakers
    - 4. Disks
- IV. Processing of Data
  - A. Central Processing Unit
  - B. Storage
  - C. Drives and Disks
  - D. Memory

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**COURSE SYLLABUS**

- V. Working with Computers
  - A. Operating Systems
  - B. Turning the Computer On and Off
  - C. Viewing My Computer and C Drive Properties
  - D. Filenames and File Extensions
- VI. Types of Software
  - A. Application Software
    - 1. Word Processing Software
    - 2. Spreadsheet Software
    - 3. Graphic Software
    - 4. Database Software
  - B. Communication Software
  - C. Utility Software
  - D. Upgrades and Versions of Software
- VII. Maintaining the Computer
  - A. Caring for the Computer
  - B. Basics Troubleshooting
    - 1. Possible Hard Drive Problems
    - 2. Possible Diskette or Diskette Drive Problems
    - 3. Possible Monitor Problems
    - 4. Possible Printer Problems
  - C. Viruses and Virus Protection Software
- VIII. Networks and the Internet?
  - A. What is a Network
  - B. What is the Internet?

ORIENTATION TO WINDOWS (4 hours)

- I. What is Windows
  - A. Starting Windows
  - B. Windows Desktop

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**COURSE SYLLABUS**

- II. Using the Mouse
  - A. Click, Secondary Click, Double Click
  - B. Modifying Mouse Settings
- III. Working with Windows
  - A. Opening and Closing Windows
  - B. Using Menus and Toolbars
  - C. Resizing and Moving Windows
  - D. Working with My Computer Window
  - E. Formatting a Diskette
- IV. Working with the Desktop
  - A. Arranging Icons
  - B. Wallpaper and Background
  - C. Setting and Changing Screensaver
  - D. Creating, Moving, Copying and Deleting Folders on the Desktop
  - E. Creating, Moving, Copying and Deleting Files on the Desktop
  - F. File Names and Extensions
  - G. Working with the Recycle Bin
- V. Using Windows Help
- VI. Windows Explorer
  - A. Creating, Moving, Copying and Deleting Folders within Windows Explorer
  - B. Creating, Moving, Copying and Deleting Files within Windows Explorer
  - C. Creating, Renaming and Deleting Shortcuts
- VII. Using Find
- VIII. Working with Windows Accessories
  - A. Creating and Saving Files in Notepad
  - B. Creating and Saving Files in WordPad
  - C. Creating and Saving Files in Paint
  - D. Using a Calculator
  - E. Other Windows Accessories

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**COURSE SYLLABUS**

APPLICATION SOFTWARE (8 hours)

- I. Using Microsoft Word
  - A. Parts of the Screen
  - B. Typing and Editing Text
  - C. Selecting Text
  - D. Creating, Saving, Copying and Deleting MS Word Files
  - E. Formatting MS Word File
  - F. Cut, Copy, Paste
  - G. Using the Mouse, Keyboard, Shortcuts
  - H. Printing
  - I. Renaming Files
  - J. Copying Files to a Diskette
  - K. Copying Files from a Diskette
- II. Using Microsoft Excel
  - A. Parts of the Screen
  - B. Entering and Editing Text and Numbers
  - C. Creating, Saving, Copying and Deleting MS Excel Files
  - D. Formatting MS Excel File
- III. Using Other MS Applications (PowerPoint, Access)
  - A. Microsoft PowerPoint
    - 1. Parts of the Screen
    - 2. Creating a Presentation
    - 3. Saving a Presentation
    - 4. Running a Presentation
  - B. Microsoft Access
    - 1. Viewing a Sample Database
    - 2. Parts of the Screen
    - 3. Database Object
    - 4. Creating a Table

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**COURSE SYLLABUS**

**Student Assessment Checklist:**

At the completion of the course each student will be able to:

**I.**

1. Name the components of a computer system
2. Explain the concept of “operating system” and the basics of how computers are used
3. Define basic computer terms
4. Discuss what is involved in purchasing, maintaining and upgrading computer system
5. Explain how various types of application programs are used

**II.**

1. Identify parts of the Windows screen
2. Make changes to the desktop
3. Move, resize, and organize windows
4. Create, save, move and delete folders and files
5. Use Windows Explorer
6. Use Windows Accessories (Notepad, WordPad, Paint, etc.)

**III.**

1. Use word processing software (MS Word)
2. Create, save and delete files
3. Use basic formatting techniques
4. Use spreadsheet software (MS Excel)
5. Explain graphic software (MS PowerPoint), database software (MS Access) and other types of software