

S-342-10

# *BASIC COMPUTER SKILLS*

## **COURSE SYLLABUS**

Fall, 2010

Facilitator : John Sheffield

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LOCATION: OLLI Sedona Campus – Yavapai College, Room 28  
CLASS SCHEDULE: 10:45 – 1:00 PM Tuesday Sept. 29 – Nov. 17 for 8 Weeks  
FACILITATOR'S E-MAIL: jsheffield40@msn.com  
WEB PAGE: <http://reliablescribe.com>  
COURSE PAGE: <http://reliablescribe.com/class>  
CLASS MATERIAL COSTS: \$10 - \$20 for an optional USB Flash Drive (store class exercises)

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### DESCRIPTION:

This course will cover the following primary objectives:

- Recognize the computer hardware, its purpose and location within the machine.
- Differentiate between the boot process, operating system, applications, utilities and drivers.
- How to interface with the computer - mouse operations, keyboard and short cuts.
- Use of save, save as, find, replace, copy, cut, paste, select all, drag and drop.
- Understand files, folders, file types and zip files.
- Explore common menu items, toolbars, and desktop icons.
- Realize the power of the Internet.
- Investigate web and client side email interfaces.
- Understand the how and why of firewall and anti-virus software.
- Create a MS Word document with basic formatting.
- Create a MS Excel document with basic formulas.
- Create a MS Power Point presentation.

### ORGANIZATION

This is a lecture/exercise course in which topics are presented by the facilitator and exercises are worked as a classroom group effort. In addition to the primary objectives listed above, we will cover as many as possible subjects introduced or requested by members of the class.