Course Title: Introduction to Personal Computers

Course Description:
This course is for the new computer user. Learn basic computer tasks using Windows, typing with a word processor, navigating the Web and working with email, including email attachments.

Course Objectives:
Use productivity software in business applications.

Textbook(s):
Welcome to the World of Computers, 4th Edition
Silver Series; Labyrinth Publications
ISBN: 978-1-59136-525-9

Next Class Possibilities:
Windows 7 - Beginner or Introduction to Mac OS X

Lesson Plan – by week or session
Session 1: Getting Your First Look
Starting Programs
Session 2: Using a Word Processor
Working with Files
Session 3: Browsing Web Pages
Searching for WebSites
Session 4: Sending and Receiving Email
Session 5: Sending and Receiving Attachments