



Presbyterian Church of Barrington Computer Courses Fall 2008

Course 1 – Basic computer terminology

Length 4 hours in two, 2 hour segments to be held in the morning or afternoon.

--Computer terminology. What do words like “hard drive”, memory, XP, Vista, etc mean and what relevance do they have to you?

--Physical components of a computer such as hard drive, power supply, USB ports, etc.

--If all you want to do is read email and write letters, what things do

you need to have in order to do that?

--Other stuff?

--At the end of this course, the goal is to become somewhat comfortable with general computer terminology.

Course 2 – How does my computer work?

Length 6 – 8 hours. (plan on a full day to get the most out of this course.)

This is a basic one where people can bring in their computer (preferably a notebook but we can accommodate others) and learn...

--how their specific computer works.

--how to get to the Internet and how to use Google.

--how to maintain the computer by updating software.

--what software do you need to protect your computer from viruses, spyware, etc.

--dial up versus high-speed. Do you have a choice?

--Other stuff?

--At the end of this course, the goal will be that you understand the basic workings of your specific computer and how to use it for the most important things such as email, Internet search and word processing.

Course 3 – Hands on computer configuration

Length 4 - 8 hours (plan on a full day to get the most out of this)

This is similar to Course 2 but more advanced and also “hands-on” For those already “comfortable” with computers, this course will cover:

--what software (free) do you need to protect you computer from hackers, viruses, etc.?

--how to speed up performance so your computer works like (or better) than the day you bought it.

--basic home networking.

--best way to backup your data

--Other stuff?

--You can choose to bring your computer (highly recommended) or we can use one of the Windows XP computers in the lab.

--At the end of the day the goal will be to actually have your computer cleaned and configured so it is protected and efficiently operating.