

## Basic Computers

This two-day course provides students with an understanding of the IBM-compatible PC and its associated support equipment. The course covers the major parts of the PC including hard drives, floppy drives, disk sizes, disk capacities, and COM ports/parallel ports. In addition, the course covers PC memory types such as RAM, ROM, hard disk memory, expanded memory, and extended memory.

### I. Introduction

- Overview of PC Components
- Important Computer Terms and Syntax
- Bits, Bytes, and Megabytes

### II. Disk, Files, and Directories

- What is a Hard Disk?
- Floppy Disks
- High Density Disks, Low Density
- Files, Directories and Folders

### III. Introduction to MS-DOS

- What is MS-DOS?
- Common MS-DOS 6.0 Commands
- Using MS-DOS 6.0 Commands
- Copying and Backing up Data

### IV. Memory

- Random Access Memory (RAM)
- Read Only Memory (ROM)
- Extended and Expanded Memory
- MS-DOS 6.0 and the High Memory Area
- CMOS Setup

### V. Batch Files

- Batch Files
- Autoexec.bat and Config.sys
- Batch File Commands
- Creating Batch Files
- DOS Editor

### VI. Serial and Parallel Ports

- What is a Port?
- Common Uses for Serial and Parallel Ports
- Setting up the Baud Rate for a COM Port
- Using Test Devices to Troubleshoot Ports

### VII. Printers

- Dot Matrix
- Laser Jet
- Basic Installation

### VIII. Performance Requirements

- Installation of Floppy and Hard Drives
- Serial and Parallel Port Setup
- Installation of RAM
- Installation of I/O and Common Conflicts
- Replacement of XT and AT Power Supplies
- Common Motherboard Jumper Configurations

### IX. MS Windows

- What is Windows
- The Windows Explorer
- Copying, Cutting and Pasting
- Screen Captures
- The Windows Control Panel
- Troubleshooting Windows