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