CIS 098

Computer Fundamentals

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Turn on the computer

- User Name: ICT130
- Password: ECC
- Make sure you are logging on to the *Academic* drive

Syllabus

The syllabus is on the class website:

faculty.elgin.edu/lmayer

Class Description

This course gets students started using computers. It includes an introduction to using a windows operating system, how to save and retrieve files, basic word processing, and an introduction to using the Internet. These basic skills are required prior to taking any other computer course. This CIS course is not intended for transfer and not applicable to any ECC degree nor is it counted in the GPA.

Lab Assignments

There will be one or two lab assignments each class. Each Lab Assignment will be worth 10 points. If you miss a lab you will get a 0 for the lab grade. You may not get every assignment 100% complete and correct, but it is essential that you hand in at least your partial work.

Each student is expected to do his or her own work. You may consult with other students, but do not copy their work. The penalty for plagiarism is minimally a zero on the assignment for all parties involved, and may be failure for the course or dismissal from the college. (As another interesting side note, this is the exactly the opposite of the working world where such activity is called "reuse" and is highly encouraged).

Attendance

You are expected to attend class! If you must miss class, call my office phone and leave a message or send email. You are also expected to be on time! Arriving late to class disrupts the entire class.

Grading

- The final grade will be based upon the percentage of points earned on your attendance, lab assignments and quiz scores. The following scale will be used to assign a letter grade:
- A 100% - 90%
- B 89% - 80%
- C 79% - 70%
- D 69% - 60%

Behavior

You are expected to conduct yourself as an adult at all times. You will show respect for your fellow students and instructor. In particular, you should make sure your activities do not disturb the classroom setting. Talking while the instructor is lecturing, having a cell-phone or pager beeping, or leaving the classroom in the middle of a lecture is distracting to the other students. During the lecture you are expected to be listening to the lecture and not doing other work or using the computer.
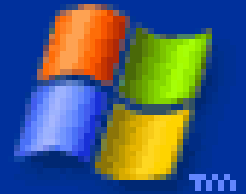
Proper Shutdown
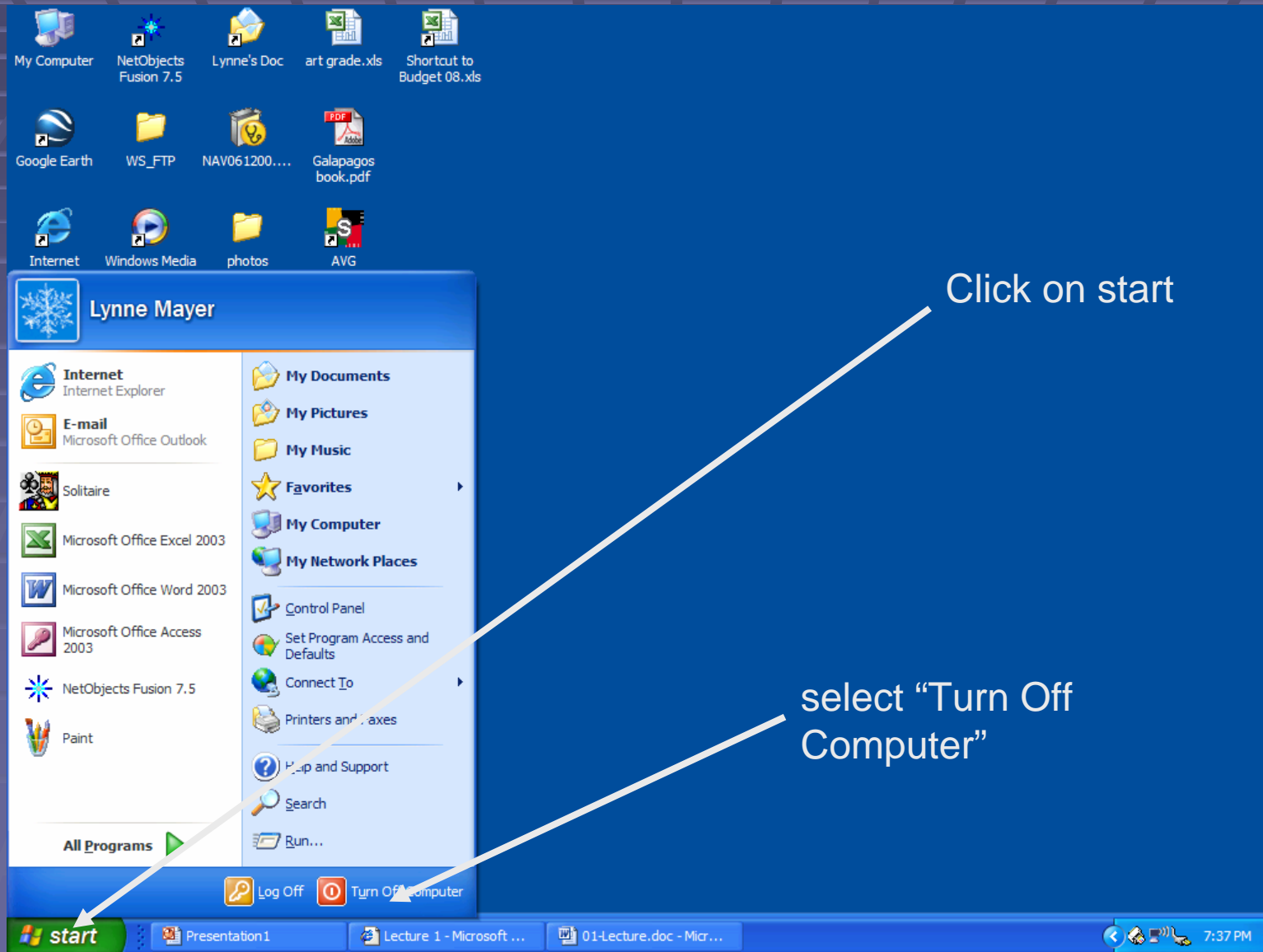
Click on start

select "Turn Off Computer"

Turn off computer

Stand By

Turn Off
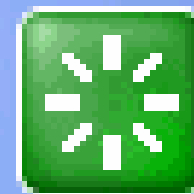
Restart

Cancel

Unless you live here, you need to be computer literate

Why are you here?

- Introduce yourself
- Let us know why you are taking this class
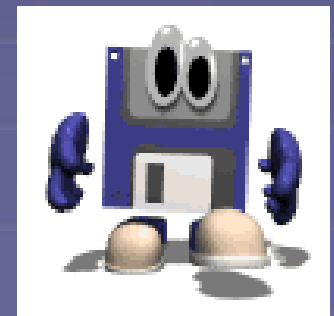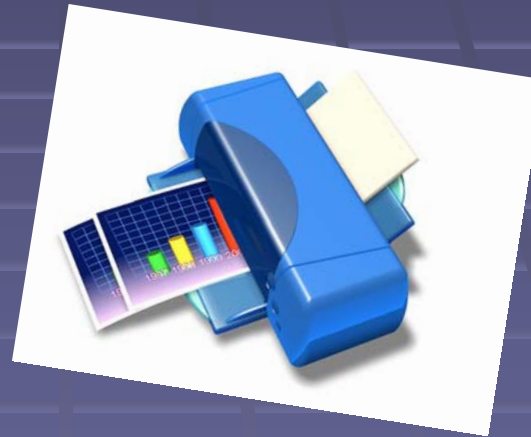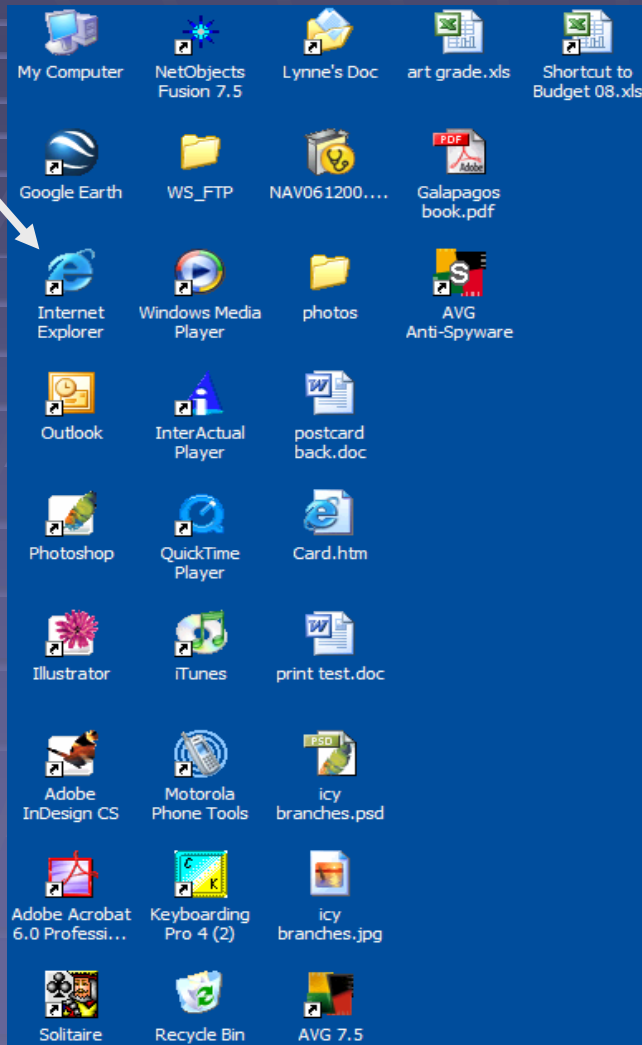- Is there anything specific you want to learn?

Need a break?

Basic Hardware

- Input Devices
- Output Devices
- System Unit
  - Processor
  - Memory
- Storage Devices
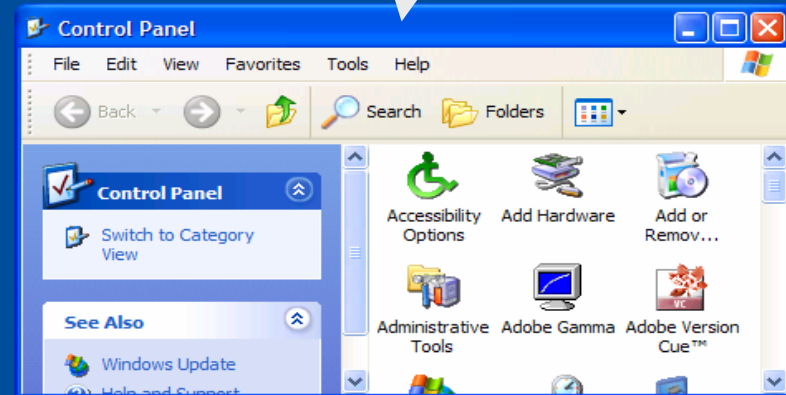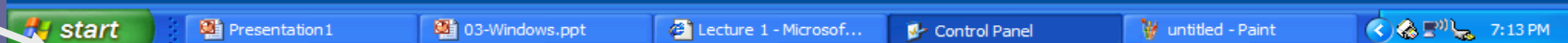 - floppy
  - CD
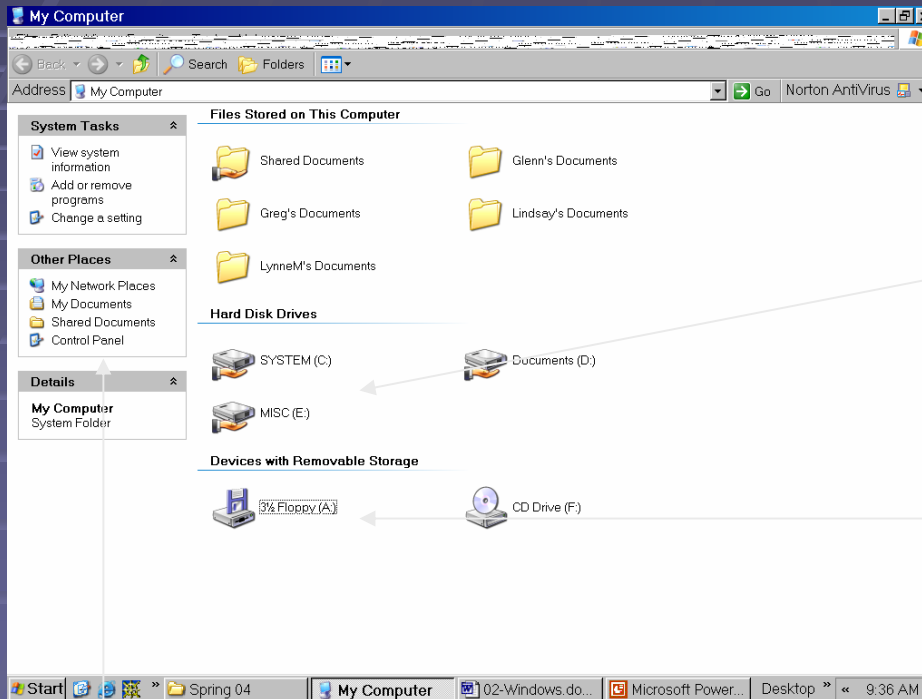 - USB

The Windows Desktop

icons

window

task bar

Recycle Bin

- Deleted files are initially placed in the Recycle Bin.
- A file that has been accidentally deleted can be restored.
- Periodically, the Recycle Bin should be emptied.
- Files deleted from external devices (like a floppy or USB) are <u>NOT</u> placed in the Recycle Bin.
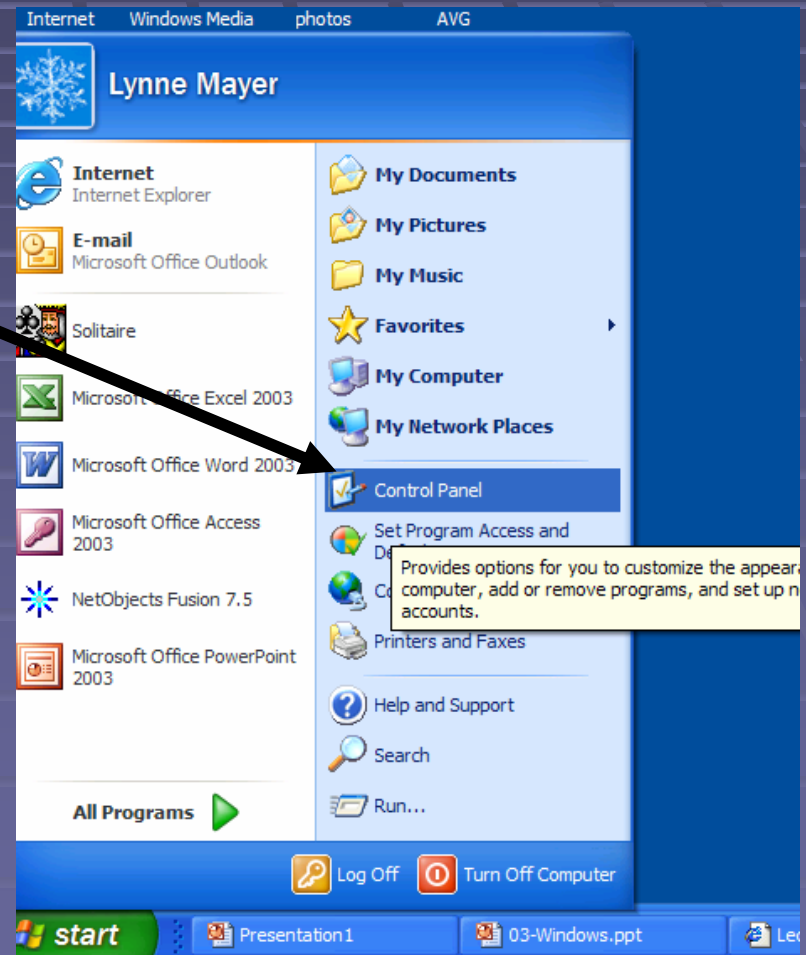
My Computer

Hard drive(s)

Removable drives like CDs and floppies

Another way to access the control panel and other common folders

Control Panel
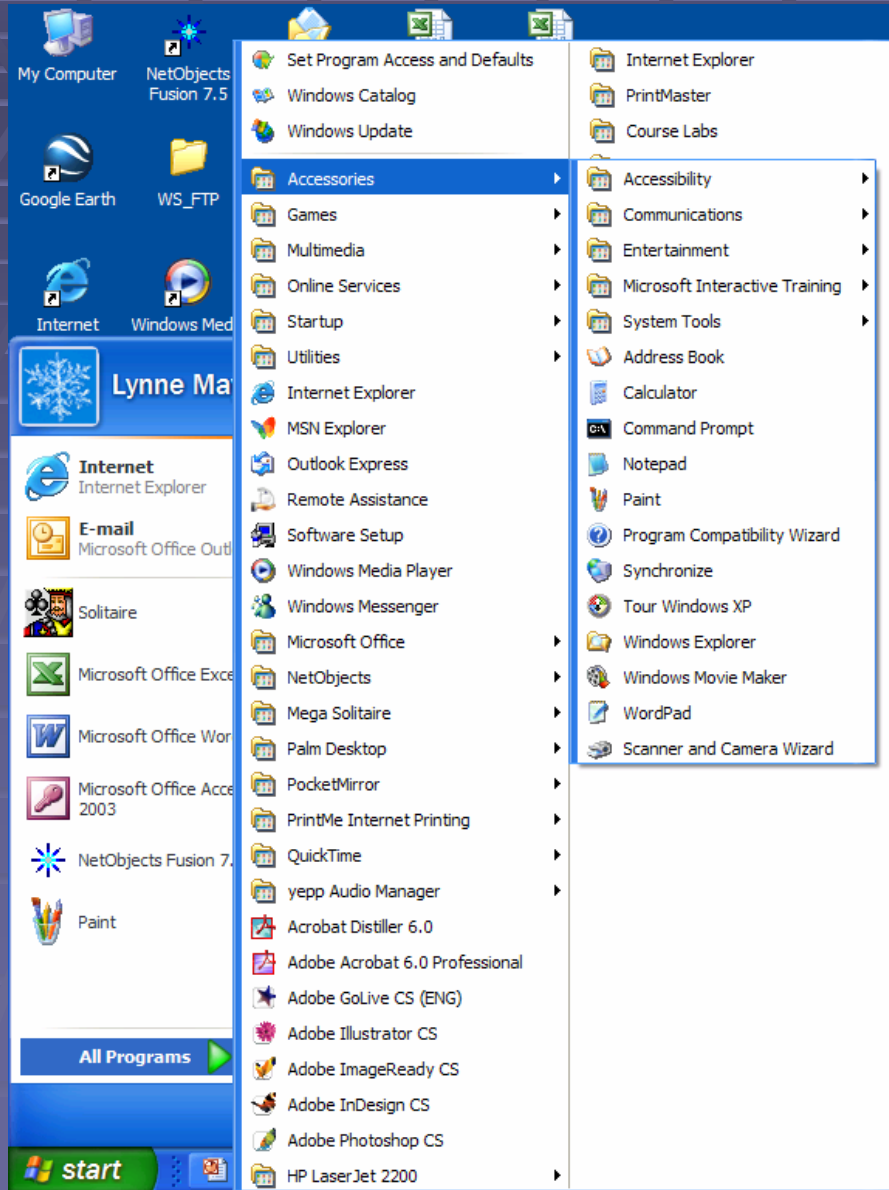
- click start
- then select
  the control panel

File   Edit   View   Favorites   Tools   Help

Back   Search   Folders

Accessibility Options

Add Hardware

Add or Remov...

Administrative Tools

Adobe Gamma

Adobe Version Cue™

Automatic Updates

Date and Time

Display

Folder Options

Fonts

Game Controllers

Internet Options

Java

Keyboard

Mail

Mouse

Network Connections

Network Setup Wizard

Phone and Modem ...

Portable Media Devices

Power Options

Printers and Faxes

QuickTime

Regional and Language ...

Scanners and Cameras

Scheduled Tasks

Security Center

Sounds and Audio Devices

Speech

Symantec LiveUpdate

System

Taskbar and Start Menu

User Accounts

Viewpoint

Windows Firewall

Wireless Network Set...

start   Presentation1   03-Windows.ppt   Lecture 1 - Microsof...   untitled - Paint   Control Panel   7:22 PM

Accessories

- Click start
- All Programs
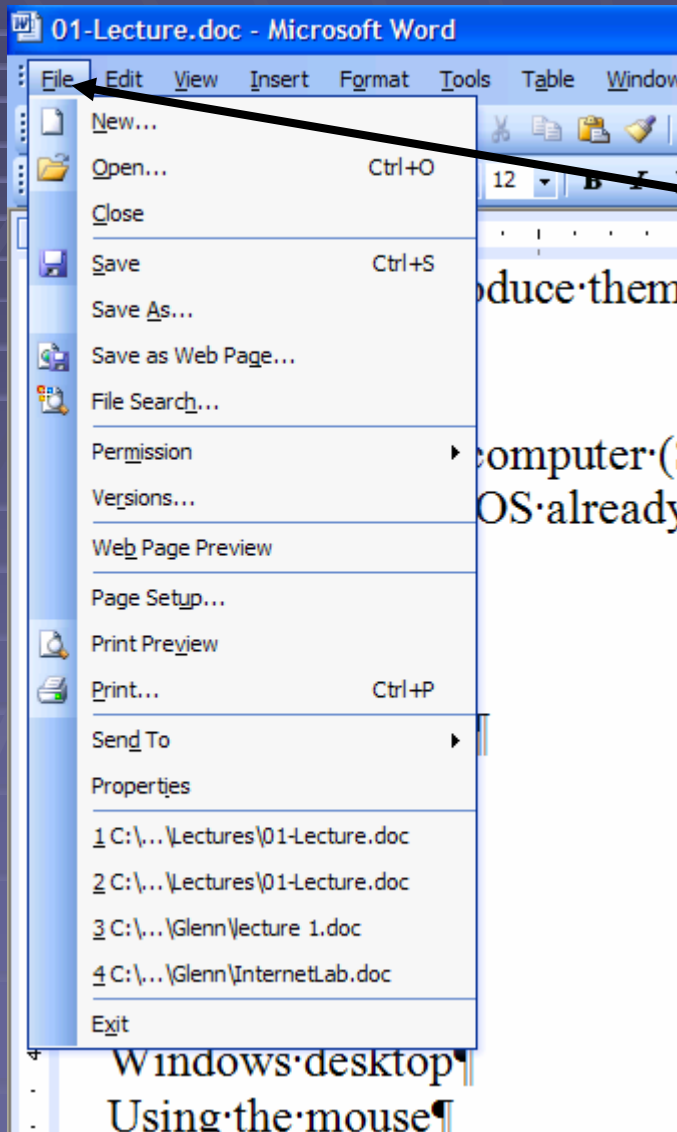- Accessories

Parts of a Window
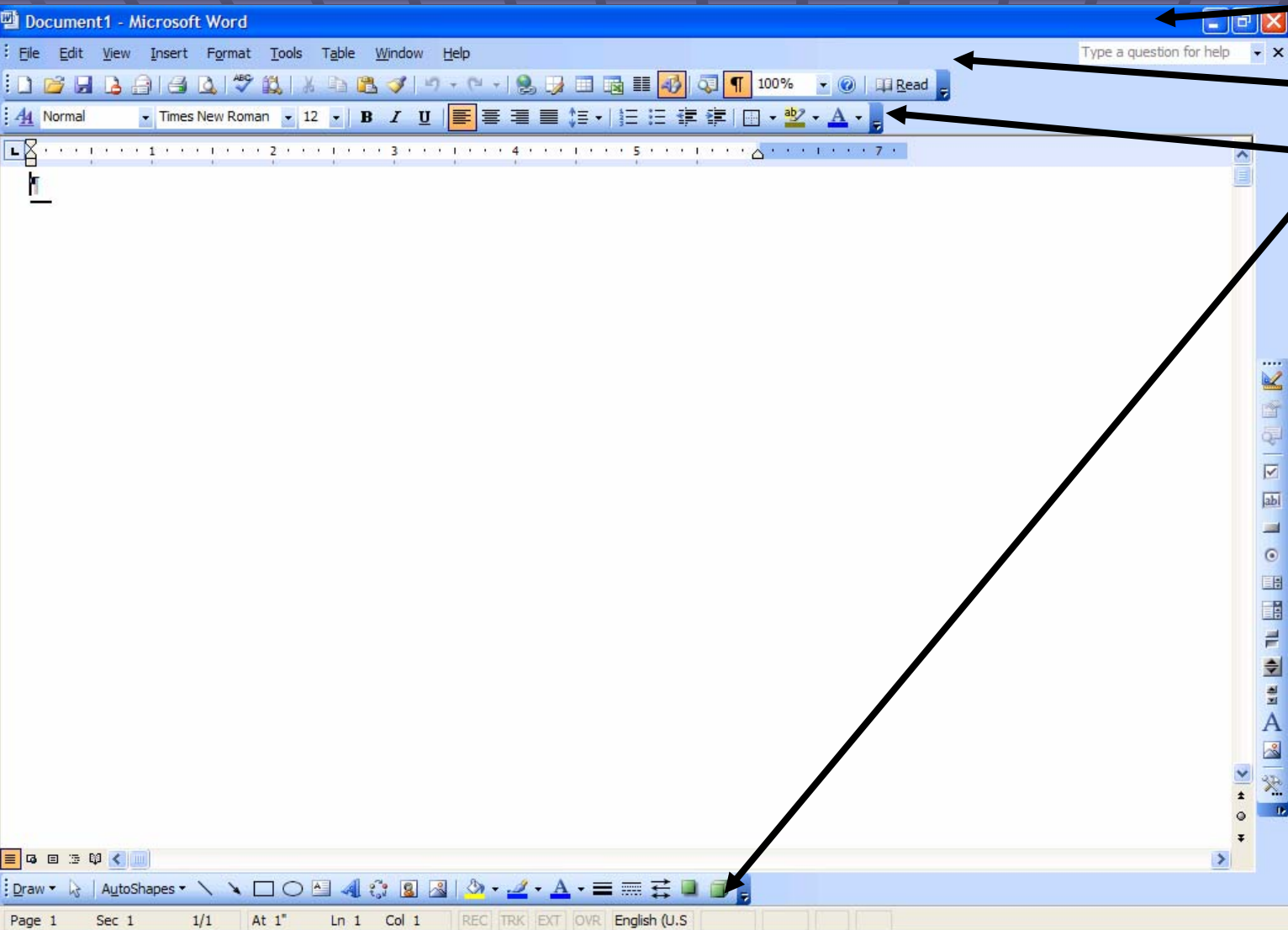
title bar

menu bar

toolbars

Menus

Clicking on a menu item, "File" for example, will display a pull-down menu.

Mouse Skills

- **Clicking:** Pressing down gently on the mouse button while holding the mouse perfectly still.

- **Double-Clicking:** Click twice, very quickly, without moving the mouse. This is usually used to open something.

- **Left-Clicking:** Clicking with the index finger.

- **Right-Clicking:** Clicking with the middle finger.

- **Drag and Drop:** Gently depress the mouse button and leave it depressed while you move the mouse. If you do this when the tip of your mouse pointer is over an object, your mouse pointer drags the object to a new location. When you let go of the mouse button, the object is dropped into a new location.

Practice

- Open two or more windows.

- Practice minimizing, re-sizing, and moving the windows around the desktop.

- If you are not comfortable using a mouse, go to the links on my website for more practice.