

SMI COMPUTERS and ADDVENTIVE ACADEMY
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COURSE OUTLINES

Introduction to Computers - 2 ½ hours

Basic features of PC Hardware and the Windows operating system, appropriate for Windows XP, Vista and Windows 7 users. Orientations to key Windows features, work with desktop properties, use online help, create, copy, move, and delete folders and files and review Regional Settings. Functionality of keyboard keys and mouse buttons. Learn what files you should NOT touch. What types of memory your computer has, and how it is used.

Introduction to Emails and Internet- 2 ½ hours

With Internet Explorer, learn how to create, log onto, and use an e-mail account through Gmail and Hotmail. Learn how to send, receive, and forward emails. Learn how to open, send and receive attachments. Learn the basics of creating and organizing your contact list. Learn how to protect against Viruses, Trojans, and vulnerabilities. What is safe to install and what to ignore as you surf the web. Learn the risks of Spam.

Introduction to Facebook- 2 ½ hours

Create a Facebook account and profile. Add pictures, search for and add “friends” plus customize your friend lists. Post and reply to messages. Learn common Facebook features.

Introduction to PayPal – 2 hours

How to register, choose a method of payment, and shop on the internet. How to log in/out. Basic security measures. NOTE: YOU MUST BRING A VALID CREDIT CARD AND YOUR LATEST CREDIT CARD STATEMENT TO THE FIRST CLASS. STUDENTS WISHING TO USE THEIR BANK ACCOUNT FOR PAYPAL MUST ALSO BRING A BANK STATEMENT OR CHEQUE FROM THEIR BANK ACCOUNT.

Introduction to eBay- 2 ½ hours

Learn your obligations and dispute resolution.

Buy: How to register, find items, research, bid or buy, and pay for items. Learn the difference between eBay Canada and eBay USA plus the obstacles to cross-border purchases.

Sell: How to take photos, complete the listing form, monitor your listings, receive payments, and ship items. NOTE: YOU MUST HAVE A VALID PAYPAL ACCOUNT.

Introduction to Microsoft Word – 4 hours

NOTE: This course is for students with a good working knowledge of computers.

Create a document: type and format text, adjust margins, adjust line spacing, use tabs, center text, insert pictures, insert and format tables, resize and crop pictures, use headers and footers, page breaks, spell check and impose styles. Use cut, copy, paste, insert, delete, custom formatting, undo, redo, find and replace. Learn about watermarks, and borders. Save, print, and email your document.

Introduction to Microsoft Excel- 2 ½ hours

NOTE: This course is for students with a good working knowledge of computers.

The fundamentals of cells, rows, columns, toolbars, worksheets, and workbooks. Use cut, copy, paste, insert, delete, paste special, custom formatting, undo, redo, formulas, find, replace, sort and protection.

Maintaining Your Computer – 2 ½ hours

Learn how to reduce the risk of viruses, Trojans and other threats. Learn what cookies are and how to delete them. Learn how to clear your Internet History, locate and clear temp files, save, and backup files for safe keeping. Principles of external storage devices, DVD's and CD's. Naming and organizing files, and keeping your computer free from clutter. Perform an emergency shut down and recognize when to call a technician for repair. Discussion of antivirus software.