

CAPILANO UNIVERSITY
CONTINUING EDUCATION COURSE OUTLINE

TERM: Fall 2009	COURSE NO.: 30116
INSTRUCTOR: Matthew Lehmann	COURSE NAME: Basic Computer Maintenance
OFFICE: Sunshine Coast Campus E-mail: support@mainstaycomputing.com	COURSE CREDITS: Credit Free

COURSE DESCRIPTION: This class is designed for users that want to learn all the tips and tricks on how to keep their computers running in top form and to provide powerful tools to correct problems should they occur. Having basic troubleshooting skills, a working knowledge of the resources that are available to you, and confidence in your ability to work with computer software and hardware is fundamental in modern computing. When you leave this class you should be able to solve basic computer problems yourself, and communicate effectively with a technician if you ever need to!

COURSE FORMAT: 4 Wednesdays Oct 7 to Oct 28th 2009 6:30-9:00pm

COURSE PREREQUISITES: Computer Essentials or equivalent experience

DEPARTMENT MISSION: Capilano University Continuing Education provides our community and University quality programs and services that recognize an individual's desire to continually learn, grow, contribute and share.

COURSE OBJECTIVES: To convey the concepts of healthy computing for both the user and their computer. This includes keeping your system protected against power dips and spikes, viruses, and undesired software. To address the top concerns of most modern-day computer users and to demonstrate effective methods of fixing problems.

COURSE CONTENT:

- A. Healthy Computing: have essential knowledge for keeping your computer running in top form
- B. Solve basic computer and operating system errors.
- C. Locate and access Internet-based reference materials and technical support resources that can assist in solving basic computer problems.
- D. Use system utilities to monitor system functions and identify software related problems.

EVALUATION: This is a credit-free course.