

# Basic Computer Hardware & OS

COMP 101 – 5 Credits – July/Aug 2011



## Class Description:

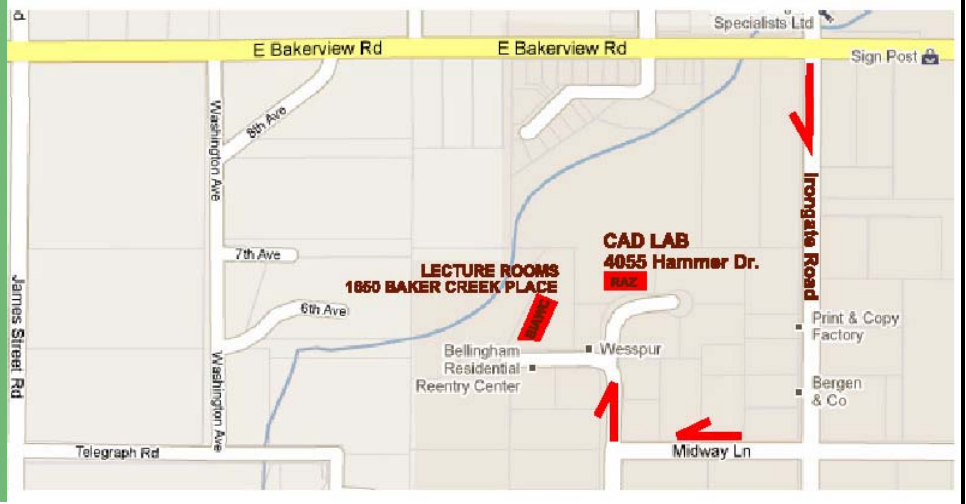
This is an entry-level computers class intended to help students gain basic computer skills. The majority of the course focuses on keyboarding, file management, and basic Windows OS functions. The course includes a practical observation of the disassembly and assembly of a desktop and laptop computers.

## Location:

**WEI CAD Lab:**  
4055 Hammer Drive, Suite B2  
Bellingham, WA 98226

### Directions:

East on Bakerview Road  
Turn right onto Irongate Road  
Turn right onto Midway Lane  
Turn right onto Hammer Drive  
Park in back of building



## Dates and Times:

The class is scheduled to run on **Wednesday evenings** at **6:00-9:00 PM** from **July 6<sup>th</sup> to August 24<sup>th</sup>**. This provides a total of (8) evening classes to cover the course material. Please see the Class Calendar on the last page.

## Tuition and Registration:

**Tuition for this class is \$400.** Tuition must be paid before the class begins. Program enrolled students have seniority for this class and should register online three-weeks before the class begins. Continuing education students may begin registering online two-weeks before the class begins. Students may also send class registrations by mail to the following address:

**Washington Engineering Institute  
Registration Office  
PO Box 483  
Custer WA 98240**

## School Provided Materials:

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- **Lecture Notes:** The school provides lecture handouts as needed.
- **Temporary School Laptop:** Enrolled students should obtain their own laptop and install Open Office 3.2 – Business Suite as soon as possible. However, you may temporarily borrow a school laptop during lecture times, but you will not have it to study at home. Therefore, you should obtain a laptop as soon as possible. Please contact [dbren@weiedu.org](mailto:dbren@weiedu.org) if you need to borrow a school laptop temporarily during lectures.

## Student Provided Materials:

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- **Personal Laptop:** Program enrolled students are required to have a laptop in order to conduct their program. Enrolled students should obtain their own laptop and install Open Office 3.2 – Business Suite as soon as possible.
- **Open Office 3.2 – Business Suite (FREE SHAREWARE):** Students should download and install the free Open Office 3.2 – Business Suite. You can also borrow an install disk from your instructor if necessary. Open Office 3.2 – Business Suite is Freeware and can be found at various sources on the Internet.

## Instructor

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### Dave C. Bren, PE, MSCE Civil Engineering Technology Instructor

**Experience:** 15 years of experience in the public and private civil engineering industry. Most recent experience was as the Assistant Public Works Director for the City of Blaine. Mr. Bren established and taught the Civil Engineering Technology program at Bellingham Technical College from 1997-2006 while continuing to consult in the industry.

**Registration:** Professional Engineer  
State of Washington License

**Education:** Master of Science in Civil Engineering  
University of Washington  
  
Bachelor of Science in Civil Engineering  
University of Washington

## Format:

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**Class Structure:** Evenings will typically run in one-hour blocks as follows:

6:00 PM – Class setup and first hour  
6:50 PM – Break  
7:00 PM – Class  
7:50 PM – Break  
8:00 PM – Class last hour

## Final Exam and Grades:

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Grades will be determined by attendance character (30%) and class projects (70%). The Instructor holds sole authority to issue grades and shall issue grades based on a 4.0 schedule as follows.

### Grading legend

4.0	A
3.7	A-
3.3	B+
3.0	B
2.7	B-

2.4	C+
2.0	C
1.7	C-
1.3	D+
1.0	D
0.7	D-

AU	Class audited with no grade earned
EXP	Experiential credit granted per policy
EDU	Prior education credit granted per policy
I	Incomplete – Instructor Allows Extra Time to Complete
W	Withdrawn from class

## July / August 2011 – Basic Computer Hardware and OS

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4	5	6	7	8	9	10
		<b>PC Hardware</b> <b>6:00 – 9:00 PM</b> Desktop Teardown, Assembly, and Run Laptop Teardown, Assembly, and Run <b>Hardware Quiz</b>				
11	12	13	14	15	16	17
		<b>File Management</b> <b>6:00 – 9:00 PM</b> Windows Explorer Settings File Management <b>File Management Quiz</b>				
18	19	20	21	22	23	24
		<b>Internet and Keyboarding</b> <b>6:00 – 9:00 PM</b> Keyboarding and Internet Keyboarding Practice Website Hotmail Accounts Internet Explorer				
25	26	27	28	29	30	31
		<b>MS Word / Open Office Write</b> <b>6:00 – 9:00 PM</b> Lab Printer Setup Word processing basics <b>Letter</b>				
1	2	3	4	5	6	7
		<b>MS Word / Open Office Write</b> <b>6:00 – 9:00 PM</b> Word process continued Tables <b>Forms</b>				
8	9	10	11	12	13	14
		<b>MS Excel / Open Office Calc</b> <b>6:00 – 9:00 PM</b> Spreadsheet Basics Charts <b>Spreadsheet Calcs</b>				
15	16	17	18	19	20	21
		<b>MS Excel / Open Office Calc</b> <b>6:00 – 9:00 PM</b> Spreadsheet locking Spreadsheet logic <b>Spreadsheet Calcs</b>				
22	23	24	25	26	27	28
		<b>MS Powerpoint / Open Office Impress</b> <b>6:00 – 9:00 PM</b> Presentations Whitespace, Images, transitions <b>Presentation</b>				

Washington Engineering Institute, 4055 Hammer Drive Suite B2, Bellingham WA 98226

website: [www.weiedu.org](http://www.weiedu.org)

email: [admin@weiedu.org](mailto:admin@weiedu.org)

phone: (360) 739-1428



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 Custer WA 98240  
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## Class Registration Form 2010 v2.0

**Returning students with a Student ID do not need to fill out the gray portions of this form.**

<b>Name</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	

<b>Class Requested</b>	<b>COMP 101 – Basic Computer Hardware and OS</b>
<b>Class Month / Date</b>	<b>July/Aug 2011</b>

**WAC 490-105-160 – State Licensed School Reporting Requirements:**

<b>Student ID #</b>		
<b>SSN #</b>		
<b>Date of Birth</b>		
<b>Gender</b>		
<b>Disability</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Race</b>	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Hawaiian Native or Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Multi-racial <input type="checkbox"/> Other	
<b>Prior Education</b>	<input type="checkbox"/> Less than high school graduation <input type="checkbox"/> GED <input type="checkbox"/> High School Graduate <input type="checkbox"/> Post H.S., no degree or certificate <input type="checkbox"/> Associate Degree <input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Master or Doctorate Degree	GED Year _____ Graduation Year _____  Graduation Year _____ Graduation Year _____ Graduation Year _____
<b>Name of Last School Attended</b>		

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**