

Waubonsee College
Adult Education Learning Center (AELC)
Formerly: Innovative Tech Design (ITD) Center

Software Reviews

PC 100 - Basic PC Skills (Part of Computer Literacy Series)

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PC100 is used for teaching the novice or beginner PC or Macintosh student. The material covers all the basics and teaches you essential skills that you need to know to interact with computer programs. The wonderful thing about this program is its versatility. You can use this CD in a PC and learn all about PC basics. You can insert the same CD into a MAC, and it teaches you the essentials of using a Macintosh. The program is broken down into three activities:

1. Mouse Tutorial
2. Lessons
3. Exercises
4. Quizzes

PC100 is a hands-on learning tool, that allows the student to do exercises and quizzes after completing their lessons. It is equipped with audio, has a very good pace and clear demonstrations. The mouse tutorial included is excellent and a wonderful tool for a beginning level computer user.

The lessons include movies with graphics, animation and narration. If you are taking a lesson, but have to stop for the day, it bookmarks where you left off. The next time you are able to study the course, just sign in with your name, and you are able to pick up where you left off.

The exercises allow the student to have hands-on training with what they just learned in the previous lesson. The student receives immediate feedback both in written form and orally. You can repeat any exercises you need to.

In this program, there are two quizzes available. The quizzes evaluate what you learned in the previous lessons. You do not get immediate feedback but can review the quiz afterwards to see which questions you missed and what the correct answer should be.

PC100 is broken down into the following sections/lessons:

Mouse Tutorial	Text Boxes
Introduction	Text Boxes Exercise

Operating System	Lists
Common Elements	Lists Exercise
Buttons & Icons	Check Boxes & Radio Buttons
Buttons & Icons Exercise	Check Boxes & Radio Buttons Exercise
Windows	Dialog Boxes
Windows Exercise	Dialog Boxes Exercise
Menus	Starting & Exiting Programs
Menus Exercise	Starting & Exiting Programs Exercise
Quiz 1	Quiz 2

Other features offered in this program are:

Table of Contents - lists the section numbers. You can "go to" any section number from here.

Section Buttons - allows the user to go forward and backward to other sections in the program.

Index - allows user to search for important items mentioned in the course.

Info - displays information about the course, such as version number, address, phone number of vendor, etc.

FAQ's - Every section/lesson has frequently asked questions and answers pertaining to the subject being discussed.

Records - shows the user time spent on each section and score of your quizzes. These results can be printed out.

Guide - in my opinion, this is the best feature and I would recommend the student go through this first, before starting the lessons. This feature explains how the program operates, what buttons to click, how to move around the program, definitions of quizzes and lessons and course structure. This is a very helpful tool in using this course.

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