Computer Fundamentals A Course Description

In this introductory course, students will become familiar with the basic principles of a personal computer, including the internal hardware, the operating system, and software applications. Students will gain practice in using key applications such as Microsoft Word, Excel and PowerPoint as well as understand social and ethical issues around the Internet, information and security.

This is a two-semester course package. In the first semester, the focus is on the fundamentals, learning and using the applications, and understanding the basic roles and responsibilities of the software, hardware an operating system. In the second semester, the focus is on gathering and analyzing data, and using the right tools and methods to collect and present data.

PREREQUISITES: None

Course Outline

Unit 1 - Inside the PC:

- A History of Personal Computing
- The Key Building Blocks of a Computer
- What's an OS?
- Microsoft Windows
- Technology and the Future

Unit 2 - Data Types:

- Key Types of Data and Usage
- Presenting Data - Case Study
- Introduction to Microsoft Office
- Knowing Your Audience
- The Internet

Unit 3 - Content, Documents, and Label:

- Documents

Unit 4 - Spreadsheets:

- Spreadsheets
- Anatomy of a Spreadsheet
- Creating a Spreadsheet
- Formatting a Spreadsheet
- Formulas

Unit 5 - Presentations:

- Presentations
- Creating and Formatting a PowerPoint Presentation
- Drawing Diagrams
- Tables and Charts
- Slide Show Mode, Speaker Notes and Outline Mode