

# Computer Fundamentals / Part A

**COURSE DESCRIPTION:** In this introductory course, students will become familiar with the basic principles of a personal computer, including the internal hardware, operating system, and software applications. Students will gain practice in using key applications such as word processors, spreadsheets, and presentation software, as well as understand social and ethical issues around the Internet, information, and security.

First, you will focus on the fundamentals, learning and using the applications, and understanding the basic roles and responsibilities of the software, hardware, and operating systems. Then, you will expand your skills to gathering and analyzing data, and using the right tools and methods to collect and present data.

**PREREQUISITES:** None

**COURSE LENGTH:** One Semester

**REQUIRED TEXT:** No required textbook for this course.

**MATERIALS LIST:** Microsoft Windows with Open Office (shareware) or Microsoft Office 2010. The demonstrations and screen shots were done in Open Office 3.4.

## **COURSE OUTLINE:**

### **Unit 1: Inside the PC**

- Section 1 – Unit 1 Introduction
- Section 2 – A History of Personal Computing
- Section 3 – The Key Building Blocks of a Computer
- Section 4 – What's an OS?
- Section 5 – Microsoft Windows
- Section 6 – Technology and the Future

### **Unit 2: Data Types**

- Section 1 – Unit 2 Introduction
- Section 2 – Key Types of Data and Usage
- Section 3 – Presenting Data: Case Study
- Section 4 – Introduction to Open Office and Microsoft Office
- Section 5 – Knowing Your Audience
- Section 6 – The Internet

### **Unit 3: Documents**

- Section 1 – Unit 3 Introduction
- Section 2 – Uses of Word Processors
- Section 3 – Creating a Document
- Section 4 – Formatting Fonts
- Section 5 – Formatting Paragraphs
- Section 6 – More Formatting

### **Unit 4: Spreadsheets**

- Section 1 – Unit 4 Introduction
- Section 2 – Spreadsheets
- Section 3 – Anatomy of a Spreadsheet
- Section 4 – Creating a Spreadsheet
- Section 5 – Formatting a Spreadsheet
- Section 5 – Formulas

### **Unit 5: Presentations**

- Section 1 – Unit 5 Introduction
- Section 2 – Presentations
- Section 3 – Creating and Formatting a Presentation
- Section 4 – Drawing Diagrams
- Section 5 – Tables
- Section 6 – Slide Show, Speaker Notes and Outline Mode

### **Semester 1 Project**