



## **Introduction to Computers and Applications A: Full Course Summary**

### **Course Summary**

This is the first of two courses that comprise Introduction to Computers and Applications. This course is designed to increase the student's knowledge of computer hardware and the computer operating system, as well as introduce the student to the most commonly used computer applications in today's business world.

The course will begin with studying the physical components of a computer. In the first unit, the common hardware features of the computer system will be discussed. The student will gain knowledge that will help him evaluate his own computer system and allow him to make more informed decisions when shopping for a new computer. In the second unit, he will explore the common features of Microsoft Windows. The student will learn how to optimize his operating system in order to become a more proficient computer user.

### **Unit 1: Internet Safety**

In this unit, you will learn about Internet safety. The goal of the lessons in this unit is to educate you on how to avoid dangerous, inappropriate, or unlawful online behavior. You will become aware of the dangers associated with the Internet by reading stories and scenarios, learning safety tips, and completing related activities.

#### **Lessons**

1. Community
2. Cyber Bullying
3. Copyright/Fair Use
4. Learn B4U Burn

### **Unit 2: Hardware**

#### **Lessons**

1. Hardware vs. Software
2. Motherboard
3. Hard Drive
4. Memory
5. Processor
6. Removable Storage Drives
7. Monitors
8. Printers
9. Ports
10. Internet Hardware

## **Unit 3: Windows**

### **Lessons**

1. What is an Operating System?
2. Common Features of the MS Windows Operating System
3. File Directory Structure
4. Windows Explorer
5. Manipulating Files and Folders
6. Using the Start Menu
7. Accessories
8. Fine Tuning Windows (with System Tools)
9. Basic Features of the Control Panel
10. Using the Search Feature

## **Unit 4: Final Review and Exam**

In this unit, you will have the opportunity to prepare for and take the final exam. Since this is a comprehensive exam, it may be helpful to organize your notes in the order of the course outline before you begin to review. Using the test-taking strategies that you have previously learned can help you be successful with both objective and essay questions.

### **Lessons**

1. Final Review
2. Final Exam