



INTRODUCTION TO COMPUTERS & INFORMATION TECHNOLOGY Course Outline

1. Introduction to Computers & Information Technology
This program is a 20-hour program; two hours per week.

Part 1 - Computing Fundamentals

Unit 1 Exploring Computers

- Computer Basics
- Understanding Computers

Unit 2 Exploring Input and Output

- Input/Output Basics
- Understanding Specialized Input/Output

Unit 3 Analyzing Storage

- Storage Basics
- Understanding How Data Storage Works

Unit 4 Exploring Systems Software

- System Software Basics
- Understanding System Software
- Operating System Activities

Part 2 - Applications

Unit 1 Analyzing Applications

- Applications Basics
- Understanding Applications

Unit 2 Word Processing

- Word-Processing Basics
- Using a Word-Processing Application
- Word Processing Activities

Unit 3 Spreadsheets

- Spreadsheets Basics



Understanding Spreadsheets

Spreadsheets Activities

Unit 4 Databases (optional)

Databases Basics

Understanding Databases

Database Activities

Unit 5 Graphics

Graphics Basics

Understanding Graphics

Graphics Activities

Unit 6 Presentation Programs

Presentation Basics

Enhancing Presentations

Presentation Activities

Unit 7 Multimedia

Multimedia Basics

Understanding Multimedia

Multimedia Activities

Part 3 - Communications and Networks

Unit 1 Communications

Communications Basics

Understanding Communications

Unit 2 Networks

Network Basics

Using Networks

Unit 3 The Internet

Internet Basics

Using the Internet

Unit 4 The World Wide Web

World Wide Web Basics

Using the Web

Web Activities

Unit 5 E-Mail and Other Messaging Systems

Personal Communications Basics

Understanding Personal Communications



E-Mail Activities

Unit 6 Online Safety

Issues for Computer Users

Using Computers Responsibly

Unit 7 Employability Skills

21st Century Skills/After Covid-19

Career Skills

Creating a Resume Interview

Practices Searching for a Job

Unit 8 IC³ Review (optional)

IC3 Description:

Employers across the board recognize **IC3 certifications** as the global standard for digital literacy. It serves to validate an applicant's computer skills that are required in most academic and work environments. It also serves as an excellent foundation for earning other **certifications**.