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

Part 3 - Communications and Networks

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

PracticesSearching for a Job

Unit 8 IC^3 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**.