

Computer Fundamentals B 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 and 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.

Course Outline

Unit 1 - When All You Have...:

- Analyzing a Problem and Choosing the Right Tool
- Getting Your Message Across
- Types of Charts
- More Charts
- When to Use a Tool

Unit 2 - Documents and Presentations:

- Styles and Headers
- Shading, Patterns, and Colors
- Spelling and Grammar
- Slide Transitions and Animations
- Charting in PowerPoint vs. Excel

Unit 3 - Advanced Analysis:

- More Formulas
- Sorting
- Filtering
- Conditional Formatting
- Multiple Worksheets

Unit 4 - Electronic Communication:

- Email Do's and Don't's

- Once on the Internet, It's There Forever
- File Size Matters
- Security
- Privacy

Unit 5 - The System

- Key Differences Between Windows, Mac, and Linux Introduction
- The Power of Search
- Solving Common Problems
- Ethical Computer Use
- Finding More Information