

Course name: Introduction to Computers  
Skill level: Students must possess skills covered in the Computer Foundations course. Recommend for students approaching high school age or beyond.  
Course Description: The purpose of this course is for students to develop practical skills related to computers and office applications. A considerable portion of the course involves intermediate level use and integration of the office applications. Additional course topics include web design basics and a more advanced discussion on the Internet structure and its uses.

Course Topics Outline:

- I. Technical concepts of computers
  - a. Inner workings of a computer system
  - b. Buying a computer system
  - c. Support & Troubleshooting basics
  - d. Home networking
- II. Operating systems
  - a. File management, file formats & types
  - b. Basic settings and configurations
- III. Practical use of office applications
  - a. Word processing (Word)
  - b. Spreadsheets (Excel)
  - c. Presentation (PowerPoint)
  - d. Database (Access)
- IV. Basics of web design (HTML)
- V. Internet usage
  - a. Infrastructure: domains & routers
  - b. Usage
    - i. E-mail
    - ii. Research
    - iii. Entertainment
    - iv. Social
    - v. Business
  - c. Ethical, moral & safety considerations