

# **Introduction to Computers**

## **Syllabus**

**Textbook:** Computer Concepts Illustrated Brief, 9<sup>th</sup> Edition

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**Credit:** 1/2

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### **Course Description:**

Introduction to Computers provides short history of the computer, and lessons on: Circuits and Switches, Digital Information, Microprocessors, The Internet and Technology and Society.

**Attendance login requirements:** Students must log into class at the scheduled class time and remain until class ends. Student must attend class 165 days per year.

**Homework:** Homework assignments will be given at the discretion of the instructor.

**Class Participation:** All class participation will be online. Instructor will give written feedback on progress and acceptable work directly to student online.

### **Course Grade Policy:**

90-100 average = A

80-89 average = B

70-79 average = c

60-69 average =D

## **Semester 1 or II**

[Access Unit A Data Types](#)

[Access Unit B Using and Building Queries](#)

[Access Unit C Formatting Text and Paragraphs](#)

[Access Unit D Using Reports](#)

[CC Unit A Computer and Internet Basics](#)

[CC Unit B Computer and Hardware](#)

[CC Unit C Computer Software](#)

[CC Unit D File Management and Digital Electronics](#)

[Cloud Appendix Working in the Cloud](#)

[Excel Unit A Getting Started with Excel 2013](#)

[Excel Unit B Working with Formulas and Functions](#)

[Excel Unit C Formatting a Worksheet](#)

[Excel Unit D Working with Charts](#)

## **Mid- Course Exam**

[Integration Unit A Integrating Word and Excel](#)

[Integration Unit B Integrating Word, Excel, and Access](#)

[Integration Unit C Integrating Word, Excel, Access, and PowerPoint](#)

[Internet Explorer 10 Unit A Getting Started with Internet Explorer 10.pdf](#)

[Office Unit A Getting Started with Microsoft Office 2013.pdf](#)

[Outlook Unit A Getting Started with Email](#)

[Outlook Unit A Managing Information Using Outlook](#)

[PowerPoint Unit A Creating a Presentation in PowerPoint 2013](#)

[PowerPoint Unit B Modifying a Presentation](#)

[PowerPoint Unit C Inserting Objects into a Presentation](#)

[PowerPoint Unit D Finishing a Presentation](#)

[Windows 8 Unit A Getting Started with Windows 8](#)

[Windows 8 Unit B Understanding File Management](#)

[Word Unit A Creating Documents with Word 2013](#)

[Word Unit B Editing Documents](#)

[Word Unit C Formatting Text and Paragraphs](#)

[Word Unit D Formatting Documents](#)

## **Final Exam**