

# Computer Fundamentals

## Course Description:

This introductory computer literacy course introduces students to the concepts and computing technologies currently used in business settings. Topics to be covered include computer hardware, software, operating systems, file management and storage, as well as computer security.

## Objectives

- To gain a basic understanding of the different types of computer hardware and peripherals commonly used in a business setting.
- To gain a basic understanding of the major operating systems (OS) currently used by businesses.
- To gain a basic understanding of popular software apps/suites currently used for business-related activities.
- To become familiar with commonly used computer terminology.
- To gain a basic understanding of file management and storage options.
- To gain a basic understanding of common computer security threats and how to minimize the threats.

## Course Outline

- I. Introduction**
  - a. Differentiating between hardware, software, and peripherals
  - b. The identification and function of key computer hardware components
  - c. The major types of operating systems
  - d. Basic computer operations
  - e. Apps
- II. Working with Operating Systems**
  - a. Comparing Windows, iOS, and Android operating systems
  - b. The basic features of operating systems
  - c. Using commonly used operating system features
  - d. Personalizing operating systems
- III. File Management and Storage**
  - a. An overview of commonly used storage options
  - b. Creating new folders
  - c. Copying files and folders
  - d. Moving files and folders
  - e. Backing up files and folders
  - f. Deleting files and folders
- IV. Computer Security**
  - a. An overview of the major types of security threats
  - b. Firewalls
  - c. Antivirus software
  - d. How to monitor computers for security threats
  - e. Dealing with infected computers and other security emergencies