Intro to Computers Course Outline

Unit 1: Blackstone’s Skills for Success
  Chapter 1: Discover How You Learn
  Chapter 2: Find a Place to Study
  Chapter 3: Learn How to Study

Unit 2: Introduction to Computers, Keyboarding, and Office Technology
  Chapter 1: Introduction to Computers
  Chapter 2: Keyboarding
  Chapter 3: The Internet
  Chapter 4: Other Types of Office Technology

Unit 3: Intro to Computers 1
  Chapter 1: Introduction to Computers
  Chapter 2: The Internet and World Wide Web
  Chapter 3: Application Software

Unit 4: Intro to Computers 2
  Chapter 4: The Components of the System Unit
  Chapter 5: Input
  Chapter 6: Output
Unit 5: Intro to Computers 3
Chapter 7: Storage
Chapter 8: Operating Systems and Utility Programs
Chapter 9: Communications and Networks

Unit 6: Intro to Computers 4
Chapter 10: Database Management
Chapter 11: Computer Security and Safety, Ethics, and Privacy
Chapter 12: Information System Development

Unit 7: Intro to Computers 5
Chapter 13: Programming Languages and Program Development
Chapter 14: Enterprise Computing
Chapter 15: Computer Careers and Certification