



# **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