Intro to Computers

COURSE BROCHURE

YOUR Course Overview

Unit 1 Blackstone's Skills for Success

In this unit, you will discover how you learn best as well as your learning style by reading about intrinsic versus extrinsic motivation, field dependence and independence, self-efficacy and self-determination. Visual, auditory, and kinesthetic learners will be analyzed along with the differences between them. You will also receive some tips regarding your study space, the best time to work, and goal setting. Learning strategies, along with note-taking and memory tricks, are also an important part of this unit.

Unit 2 Introduction to Computers, Keyboarding and Office Technology

Unit 2 covers how computers are used in the office today, the different types of computers, and the parts of a computer system. In this lesson you will also learn about the Internet, URLs, search engines, and e-mail. Office technology will be discussed, including office networks, different types of servers, PDAs, scanners, digital cameras, and wireless communication. *Blackstone Typing Tutor (accessible through the Online Student Center)*

Unit 3 Intro to Computers 1

This unit provides an expansive overview of computers and their uses, and introduces many new terms that will be covered in-depth in later units. It examines the evolution of the Internet along with relevant information about Internet access providers, web browsers, types of web sites, web publishing, e-commerce, and the rules of netiquette. The four categories of application software are also covered, as well as key features of widely used business, graphics, multimedia, home, personal, and educational programs.
Enhanced Discovering Computers

IN BRIEF

Blackstone Career Institute's online certificate courses enables you to learn new skills at your own pace without disrupting your present job or lifestyle. Upon completion, you will have an Intro to Computers certificate, along with the skills and confidence necessary to achieve your professional development goals. Additionally, some employers will sponsor your training through tuition reimbursement programs.

Unit 4 Intro to Computers 2

In this lesson, you will read about the components of the system unit, including the motherboard, memory, ports, and connectors, expansion slots and adapter cards, buses, and the power supply. This unit also touches on input, input devices such as keyboards, types of output, and various output and display devices.

Unit 5   Intro to Computers 3

Moving forwards to explanations on the difference between storage devices and storage media, information on optical discs, cloud storage, internal hard disks, and various types of flash memory storage. System software and utility programs are defined along with a list of many functions of an operating system. You will also learn about computer communications, devices, and software.

Unit 6 Intro to Computers 4

Through this unit, study database management, design guidelines, and file maintenance techniques. Computer security risks are reviewed, along with encryption and safeguards against hardware theft and vandalism. Safety concerns regarding computer use, codes of conduct, and information privacy are also disclose. In addition, this unit contains material on system development and its phases.

Unit 7 Intro to Computers 5

Concluding the course, you will study programming languages and their differences, as well as the various ways to develop web pages and the steps in the program development life cycle. Enterprise computing, or the use of computer networks by businesses and organizations, is described, including hardware needs and technologies. The final chapter of this unit proposes career opportunities in the computer industry and the certifications that are available.

What you receive
with your course

Your course consists of seven units, including the following e-books and electronic resources, to assist you step-by-step through the course.

Enhanced Discovering Computers

by M. Vermaat, S. Sebok, S. Freund, M. Frydenberg, & J. Campbell

This e-book gives students updated information on developments in computers and computer technology. Students will learn how technology affects their careers as well as their everyday lives.

Blackstone Typing Tutor

Blackstone's exclusive Typing Tutor will help to increase your typing speed and accuracy.

Online Student Center

Included with your tuition, you will have online access to your study guides and study units, exams, grades, payment history, discussion boards, and more.

Graduation Documents

Upon successful completion of the entire course, you will receive an official transcript and a certificate. A copy of your transcript will be on permanent file and available at a nominal fee.