

# Syllabus

## Course Description

Computer Concepts

Introduces the student to the components in a computer system, categories of computers and software, and the relationship of various programs and software to the Web. This course also covers input, storage, and the Internet.

## Course Objectives

* To identify the components and peripherals of a computer.
* To become familiar with computer terminology.
* To understand the function of application software, operating systems, and computer hardware.
* To perform basic operating system functions using Windows operating systems.
* To learn Internet terminology.

## Textbooks and Materials

The following textbook is used for this course:

Computer Concepts, 4th edition—Illustrated Brief, by Parsons and Oja.  
ISBN 0-619-10933-5.

Americans with Disabilities Policy

If you require an accommodation in order to function effectively in this class, please contact the Student Disability Services office by phone at 615-353-3592 or 800-272-7363 x 3592 as soon as possible. Also contact your instructor.

## Course Outline

Unit A, Computer and Internet Basics

Unit B, Computer Hardware

Unit C, Computer Software

Unit D, Digital Electronics and File Management

## Plug-ins Needed for This Course

Adobe Acrobat Reader

## Schedule

| Dates | Assignments | Quizzes and Tests |
| --- | --- | --- |
| Week 1 | Computer Concepts, Introduction Computer Concepts, Unit A | Quiz 1 |
| Week 2 | Computer Concepts, Unit B | Quiz 2 |
| Week 3 | Computer Concepts, Unit c | Quiz 3 |
| Week 4 | Computer Concepts, Unit D | Quiz 4 |
| Week 5 | Review Units A, B, C, and D | Final Exam |