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