

Course Introduction

Computers are used almost everywhere we go, including grocery stores, airports, schools, retail stores, hospitals, and many other places. In order to excel in today’s workplace, it is nearly essential to have a basic understanding of computers and to be able to use them effectively. This course is designed to help you do just that.

Early in the course, we will explore the use of computers in various professions and also discuss computer system components, computer networking technology, and basic Internet usage.

Then, we will move on to the main portion of the course, which is designed to teach you the essentials of the software applications specifically, Microsoft Word and PowerPoint. These applications are widely used in colleges and businesses. Utilizing these programs effectively will help you succeed with your college assignments and in your career.

In order to learn how to use each program, you will work through specific chapters in your textbook, as well as online tutorials from Lynda.com, which provide step-by-step demonstrations. More information about Lynda.com will be provided later.

If you attempt to take the course using an earlier version of Microsoft Office, such as Office 2007 or 2003, or with a different software product, such as Microsoft Works, OpenOffice, or WordPerfect, you will not be able to successfully complete the assignments and will risk failing the course.

Now that you have a better idea of what to expect, let’s get started!

© Indian Hills Community College