

uCertify

Course Outline

Computing Fundamentals



02 May 2024

1. Course Objective
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Number of Questions
3. Expert Instructor-Led Training
4. ADA Compliant & JAWS Compatible Platform
5. State of the Art Educator Tools
6. Award Winning Learning Platform (LMS)
7. Chapter & Lessons

Syllabus

Chapter 1: Computer Basics

Chapter 2: The System Unit

Chapter 3: Input, Output, and Storage

Chapter 4: Operating System Basics

Chapter 5: Introduction to Windows 8.1

Chapter 6: Windows 8.1 Administration and Maintenance

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Chapter 8: Understanding Microsoft Office 2013

Chapter 9: Word Processing with Microsoft Word

Chapter 10: Creating Spreadsheets with Microsoft Excel

Chapter 11: Managing Databases with Access

Chapter 12: Creating Presentation Graphics with PowerPoint

Chapter 13: Networking and Internet Basics

Chapter 14: Online Communication

Chapter 15: Web Basics

Chapter 16: Network and Internet Privacy and Security

Chapter 17: Legal, Ethical, Health, and Environmental Issues in Computing

Chapter 18: Appendix A: Customizing Windows 8.1

Videos and How To

1. Course Objective

Computing Fundamentals course will help you learn about the fundamentals of computing. This computer fundamentals course covers topics such as operating systems, computer hardware, computer software, troubleshooting, common application features, word processing, spreadsheets, and more. This course also helps in understanding computer technology and how to navigate a variety of computing environments. It will also help you learn about the technologies that drive our computerized society, including the Internet and local area networks (LANs).

2. Exercises

There is no limit to the number of times learners can attempt these. Exercises come with detailed remediation, which ensures that learners are confident on the topic before proceeding.

175
EXERCISES

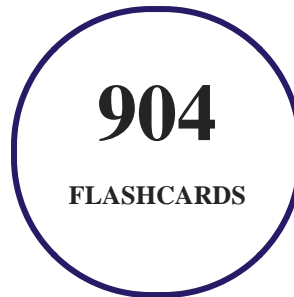
3. Quizzes

Quizzes test your knowledge on the topics of the exam when you go through the course material. There is no limit to the number of times you can attempt it.

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QUIZZES

4. flashcards

Flashcards are effective memory-aiding tools that help you learn complex topics easily. The flashcard will help you in memorizing definitions, terminologies, key concepts, and more. There is no limit to the number of times learners can attempt these. Flashcards help master the key concepts.



5. Glossary of terms

uCertify provides detailed explanations of concepts relevant to the course through Glossary. It contains a list of frequently used terminologies along with its detailed explanation. Glossary defines the key terms.



6. Expert Instructor-Led Training

uCertify uses the content from the finest publishers and only the IT industry's finest instructors. They have a minimum of 15 years real-world experience and are subject matter experts in their fields. Unlike a live class, you can study at your own pace. This creates a personal learning experience and gives you all the benefit of hands-on training with the flexibility of doing it around your schedule 24/7.

7. ADA Compliant & JAWS Compatible Platform

uCertify course and labs are ADA (Americans with Disability Act) compliant. It is now more accessible to students with features such as:

- Change the font, size, and color of the content of the course
- Text-to-speech, reads the text into spoken words
- Interactive videos, how-tos videos come with transcripts and voice-over
- Interactive transcripts, each word is clickable. Students can clip a specific part of the video by clicking on a word or a portion of the text.

JAWS (Job Access with Speech) is a computer screen reader program for Microsoft Windows that reads the screen either with a text-to-speech output or by a Refreshable Braille display. Student can easily navigate uCertify course using JAWS shortcut keys.

8. State of the Art Educator Tools

uCertify knows the importance of instructors and provide tools to help them do their job effectively. Instructors are able to clone and customize course. Do ability grouping. Create sections. Design grade scale and grade formula. Create and schedule assessments. Educators can also move a student from self-paced to mentor-guided to instructor-led mode in three clicks.

9. Award Winning Learning Platform (LMS)

uCertify has developed an award winning, highly interactive yet simple to use platform. The SIIA CODiE Awards is the only peer-reviewed program to showcase business and education technology's finest products and services. Since 1986, thousands of products, services and solutions have been recognized for achieving excellence. uCertify has won CODiE awards consecutively for last 7 years:

- **2014**
 1. Best Postsecondary Learning Solution

- **2015**

1. Best Education Solution
2. Best Virtual Learning Solution
3. Best Student Assessment Solution
4. Best Postsecondary Learning Solution
5. Best Career and Workforce Readiness Solution
6. Best Instructional Solution in Other Curriculum Areas
7. Best Corporate Learning/Workforce Development Solution

- **2016**

1. Best Virtual Learning Solution
2. Best Education Cloud-based Solution
3. Best College and Career Readiness Solution
4. Best Corporate / Workforce Learning Solution
5. Best Postsecondary Learning Content Solution
6. Best Postsecondary LMS or Learning Platform
7. Best Learning Relationship Management Solution

- **2017**

1. Best Overall Education Solution
2. Best Student Assessment Solution
3. Best Corporate/Workforce Learning Solution
4. Best Higher Education LMS or Learning Platform

- **2018**

1. Best Higher Education LMS or Learning Platform
2. Best Instructional Solution in Other Curriculum Areas
3. Best Learning Relationship Management Solution

- **2019**

1. Best Virtual Learning Solution
2. Best Content Authoring Development or Curation Solution
3. Best Higher Education Learning Management Solution (LMS)

- 2020
 1. Best College and Career Readiness Solution
 2. Best Cross-Curricular Solution
 3. Best Virtual Learning Solution

10. Chapter & Lessons

uCertify brings these textbooks to life. It is full of interactive activities that keeps the learner engaged. uCertify brings all available learning resources for a topic in one place so that the learner can efficiently learn without going to multiple places. Challenge questions are also embedded in the chapters so learners can attempt those while they are learning about that particular topic. This helps them grasp the concepts better because they can go over it again right away which improves learning.

Learners can do Flashcards, Exercises, Quizzes and Labs related to each chapter. At the end of every lesson, uCertify courses guide the learners on the path they should follow.

Syllabus

Chapter 1: Computer Basics

- Understanding Information Systems
- Identifying Computer Types
- Understanding Software Types
- Computer System Components
- How Computers Communicate
- Summary
- Test Yourself

Chapter 2: The System Unit

- Understanding CPUs
- Understanding Memory
- Understanding Motherboards
- Understanding Power Supplies
- Troubleshooting Common System Unit Problems
- Summary
- Test Yourself

Chapter 3: Input, Output, and Storage

- Selecting and Using Input Devices
- Selecting and Using Output Devices
- Choosing Appropriate Storage Devices
- Summary
- Test Yourself

Chapter 4: Operating System Basics

- Understanding System Software
- Comparing the Major Operating Systems

- Understanding Device Drivers
- Understanding Digital Storage
- Summary
- Test Yourself

Chapter 5: Introduction to Windows 8.1

- A Tour of Windows 8.1
- Starting Up and Shutting Down
- Running Applications
- Managing Files
- Summary
- Test Yourself

Chapter 6: Windows 8.1 Administration and Maintenance

- Managing User Accounts
- Using System Utilities
- Troubleshooting Common Windows Problems
- Summary
- Test Yourself

Chapter 7: Understanding Application Software

- Business Productivity Software
- Graphics Software
- Other Types of Software
- Managing Your Applications
- Summary
- Test Yourself

Chapter 8: Understanding Microsoft Office 2013

- Understanding the Office 2013 Interface
- Using Basic Features of Office Applications
- Saving, Opening, and Creating Files
- Printing and Sharing Files
- Setting Application Options
- Summary
- Test Yourself

Chapter 9: Word Processing with Microsoft Word

- Editing and Formatting Text
- Formatting Paragraphs
- Formatting Documents and Sections
- Working with Pictures
- Working with Tables
- Correcting and Collaborating
- Summary
- Test Yourself

Chapter 10: Creating Spreadsheets with Microsoft Excel

- Understanding the Excel Interface
- Moving Around in a Worksheet
- Changing the Structure of a Worksheet
- Entering Formulas and Functions
- Creating Charts
- Working with Data Tables
- Summary
- Test Yourself

Chapter 11: Managing Databases with Access

- Understanding Access Databases
- Creating Databases and Tables
- Understanding the Access Interface
- Creating Queries
- Creating Forms and Reports
- Summary
- Test Yourself

Chapter 12: Creating Presentation Graphics with PowerPoint

- Building a Basic Presentation
- Formatting a Presentation
- Creating and Inserting Content
- Applying Transitions and Animations
- Presenting a Slide Show
- Summary
- Test Yourself

Chapter 13: Networking and Internet Basics

- Our Connected World: Communication Systems

- The Internet
- Ways of Classifying Networks
- Wireless Networking Technologies
- Network Hardware
- Understanding and Connecting to the Internet
- Troubleshooting Network and Internet Connections
- Summary
- Test Yourself

Chapter 14: Online Communication

- Internet Communication Types
- Communicating Appropriately
- Using and Managing Email
- Summary
- Test Yourself

Chapter 15: Web Basics

- How the Web Works
- Accessing the Web with a Browser

- Using Web Search Tools
- Summary
- Test Yourself

Chapter 16: Network and Internet Privacy and Security

- Network and Internet Security Concerns
- Network and Internet Privacy Concerns
- Strategies for Improving Security
- Summary
- Test Yourself

Chapter 17: Legal, Ethical, Health, and Environmental Issues in Computing

- Legal Issues in Computing
- Ethical Issues in Computing
- Health Issues in Computing
- Environmental Issues in Computer Disposal
- Summary
- Test Yourself

Chapter 18: Appendix A: Customizing Windows 8.1

- Customizing the Interface
- Changing Location-Based Settings
- Summary
- Test Yourself

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