

# **Introduction to Computers Course Outline**

- 1. Introduction to Macintosh**
- 2. Keyboarding (Microtype Mac)**
- 3. Computer Graphics (Appleworks Painting and Drawing)**
- 4. Internet (including e-Mail)**
- 5. Word Processing (Microsoft Word)**
- 6. PowerPoint Presentations**
- 6. Spreadsheets (Microsoft Excel)**
- 7. Databases (Appleworks Database)**
- 8. Computer Ethics (throughout course)**