



Teacher's Notes

Computer Applications II

Title: Computer Technology-Changes, Challenges, and Choices
Author(S): C. Norman Hollingsworth and Mary Carole Hollingsworth
Total Hours: 25-30 hrs (5 weeks)

This text offers chapters that include:

Chapter 1- Here, There, and Everywhere -This chapter is meant to capture interest of the enormous impact computers have on an individual's day and the impact of computers on one's life.

Chapter 2- Understanding Computer Hardware – This chapter is on hardware basics and should be introduced with the systems theory: input devices, processing components, and then output options. It is important that you understand that the input device used is based on what is being input—text, images, sound, even making selections or choices on screen. Output varies by how it will be used and the quality that is necessary. For example, something people will simply view on screen might only need a monitor, but for sharing hard copies a printer is necessary. However, there are many differences in quality and price with both printers and monitors. You need to be able to compare and make informed selections for both items. Use the figures and diagrams in this chapter to help you better visualize the concepts. For professional and personal use, it is important that you understand computer hardware as well as software.

Chapter 3- Software: Understanding Computer Operating Systems – This chapter will help the student understand the reason for having an operating system, the functions it performs, and learning about the different systems.

Chapter 4- Software: Productivity Applications – This chapter offers information on the operating system and how it is always working behind the scenes with the application software, therefore they must be compatible. Since rigid policies on opened software exist, it is important to make informed software purchases. Chapter 4 discusses several such issues that are important considerations when working with and buying software. The illustrations in this chapter 4 will familiarize you with the working screen in the various types of application software.

Chapter 5- Understanding Networks and Computer Security Issues – This chapter will offer the understanding and features of a network before moving on to the specifics. Connectivity hardware and cabling are important elements of networking. You will know what is required when designing a network, and be able to distinguish between the options and when each is the best choice.

Chapter 6- Understanding the Internet - Chapter 6 will provide some hands-on experience with the Internet. It will also offer an understanding between the World Wide Web and the Internet. You will understand terminology like POP (point of presence), packet switching, IP address, domain names and abbreviations, URL (uniform resource locator), HTTP (Hypertext Transfer Protocol), and hyperlinks.

- ◆ Internet site – <http://www.emcp.com>
- ◆ CD-ROM : includes:
 - ◆ **Instructor's Guide:** has answers for Multiple choice, True/False, Short Answer tests, quizzes and final exams.
 - ◆ **PowerPoint-** for teaching instruction
- ◆ **Glossary-** with key terms
- ◆ **Index**

