The content of this one-credit course (CAOT 164) is aligned with the Computing Fundamentals Unit of the IC³ certification program and covers basic computing knowledge and skills. Upon completion of this course, individuals are prepared to seek this portion IC³ certification by passing the Computing Fundamentals IC³ exam.

- **Computer Hardware:**
  - Identify different types of computers, how computers work (process information) and how individual computers fit into larger systems
  - Identify the function of computer hardware components and common problems associated with individual components
  - Identify issues relating to computer performance and how it is affected by different components of the computer
  - Identify the factors that go into a decision on how to purchase a computer or select a computer for work, school, or home

- **Computer Software:**
  - Identify how software works and how software and hardware work together to perform computing tasks
  - Identify different types of software, the tasks for which each type of software is most suited, and the popular programs in each software category

- **Using an Operating System:**
  - Identify what an operating system is and how it works
  - Using basic features of the Control Panel in Windows
  - Be able to manipulate and control the Windows desktop
  - Use the Start Menu, Taskbar, and Help
  - Manage files and folders
  - Be able to change system settings and install software