

Computer Literacy*

COURSE DESCRIPTION: Students must be able to effectively use technology to research, organize, create, and evaluate information. In this introductory course, students become familiar with the basic principles of a personal computer, including the internal hardware, operating system, and software applications. Students gain practice in using key applications such as word processing, spreadsheet, and presentation software, as well as understand social and ethical issues around the Internet, information, and security.

In the first part of the course, the focus is on the fundamentals: learning and using the applications, and understanding the basic roles and responsibilities of the software, hardware, and operating system. In the second part, the focus is on gathering and analyzing data, and using the right tools and methods to collect and present data.

PREREQUISITES: None

COURSE LENGTH: One Semester

REQUIRED TEXT: No required text for this course.

MATERIALS LIST: Open Office 3.4 or Microsoft Office 2010

COURSE OUTLINE:

Unit 1: Inside the PC

- Introduction
- A History of Personal Computing
- The Key Building Blocks of a Computer
- What Is an OS?
- Microsoft Windows
- Technology and the Future

Unit 2: Data Types

- Introduction
- Key Types of Data and Usage
- Presenting Data: Case Study
- Introduction to Open Office 3.4 or Microsoft Office

- Knowing Your Audience
- The Internet

Unit 3: Documents

- Introduction
- Uses of a Word-Processing Program in Writer or Microsoft Word
- Creating a Document
- Formatting Fonts
- Formatting Paragraphs
- More Formatting

Unit 4: Spreadsheets

- Introduction
- Spreadsheets
- Anatomy of a Spreadsheet
- Creating a Spreadsheet
- Formatting a Spreadsheet
- Formulas

Unit 5: Presentations

- Introduction
- Presentations
- Creating and Formatting a Presentation
- Drawing Diagrams
- Tables and Charts
- Slide Show Mode, Speaker Notes, and Outline Mode

Unit 6: When All You Have . . .

- Introduction
- Analyzing a Problem and Choosing the Right Tool
- Getting Your Message Across
- Types of Charts
- More Charts
- When to Use a Tool

Unit 7: Documents and Presentations

- Introduction
- Styles and Headers
- Shading, Patterns, and Color
- Spelling and Grammar
- Slide Transitions and Animations
- Charting

Unit 8: Advanced Analysis

- Introduction
- More Formulas
- Sorting
- Filtering
- Conditional Formatting
- Multiple Worksheets

Unit 9: Communication

- Introduction
- E-mail Dos and Don'ts
- Once on the Internet, It's There Forever
- File Size Matters
- Security
- Privacy

Unit 10: The System

- Introduction
- Key Differences Between Windows, Mac, and Linux
- The Power of Search
- Solving Common Problems
- Ethical Computer Use
- Finding More Information

Unit 11: Final Project

* = One semester (.5 credit) course