

COMPUTER SCIENCE CURRICULUM

Grade 7

Course:

Introduction to Computer Essentials (focus on Applications)

Course Goals:

Begin the process of becoming Technology Literate: "the ability of an individual, working independently and with others, to responsibly, appropriately and effectively use technology tools to access, manage, integrate, evaluate, create and communicate information."

Major Topics:

By end of class year, through hands-on lab work and class lecture, the student will have gained basic keyboarding and computer application skills: word processing, spreadsheets, presentations, desktop publishing and internet research.

Text:

- Handouts from various texts.
- Introduction to Telecommunications
MCI Telecommunications training manual authored by Laurie Cohen

Software:

- Microsoft Office 2007
- Keyboarding Software: Students have a choice—Mavis Beacon Teaches Typing, version 17; Microtype 4.0; DanceMat Typing (<http://www.bbc.co.uk/schools/typing/>); Addictive Typing Lessons (available as a free download/add-on to Firefox).

Skills Taught:

- Effective research techniques – including rules of plagiarism
- Keyboarding (touch typing). Goal = 20 words per minute with no more than 3 errors. Emphasis on accuracy and familiarity and comfort with the keyboard.
- Windows XP - File Management, saving files properly.
- Word Processing (Microsoft Word) – Research/Term paper preparation: (page numbers, title page, bibliography, headers, use of spell-check and thesaurus); Proper Business correspondence elements—their placement, margins, etc.; and Creating a two-column newsletter including multiple fonts, clipart, WordArt, bullets, borders and shading.
- Visual Presentations Software (Microsoft PowerPoint) – develop multimedia presentation to include bullets, clipart, transitions, creative animations, and Action Buttons. Effective presentation techniques will also be emphasized.
- Spreadsheets (Microsoft Excel) – creating a spreadsheet, entering data, use of formulas, functions, and graphing.

Either or both of the following may be included:

- Desktop Publishing (Microsoft Publisher) – students will be introduced to various templates to create simple projects; such as greeting cards and banners.
- HTML – students will be introduced to the concept of source code for internet web pages, specifically html tags. Students will develop a basic webpage using simple html tags.

Computer Science Course Outline Ndtwo In Kadpoly

Judd E. Hollander



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