

Intro to Computer Technology 7-8

Course Syllabus



Supervising Teacher

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Course Description:

Suggested Pre-requisite = Keyboarding. The student can take this class without taking keyboarding, by learning the computer keyboard the first month of this class. However, it is best to split the classes into two semesters if possible.

This is a beginning class to introduce students to the many aspects of computer applications and processes at an introductory level. Students will practice to improve keyboarding speed and accuracy for approx 15 minutes daily. Other topics of study include the computer process, computer software and hardware, computer concepts, computer history, Internet, word processing, spreadsheets, databases, publication programs, programming languages, special purpose programs. These programs will be taught at an introductory level using hands-on techniques to help students understand their options using the most commonly utilized categories of software applications. Students need access to the Microsoft Office Suite including Word, Excel, Access, PowerPoint.

Recommended Curriculum:

MCGRAW-HILL - GLENCOE Keyboarding Connections Projects & Applications 2006 SE

I-DEA TOP PICK

MCGRAW-HILL - GLENCOE Keyboarding Connections Projects & Applications 2006 TE

I-DEA TOP PICK

--Use this curriculum if you plan to sign your student up for the Intro to Computer Technology course after the keyboarding course. This curriculum can be used for both of these classes.

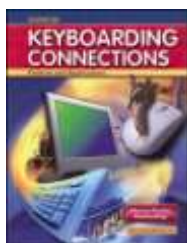
--Teacher's Edition contains detailed daily pacing guide for parent educators and students to follow.

--Includes proofreading, language usage, math, science, and social studies activities.

--Need the student edition, the teacher edition, and the home edition software

--Excellent cross curricular activities and portfolio projects

Info from www.glencoe.com--Computer Education--Keyboarding



Required Software, etc:

- 1) *Students need access to the Microsoft Office software suite including Word, Excel, Access and PowerPoint. Open Office software (free online download) can be used, but curriculum for this software is unavailable, so will have to adapt MS Office curriculum. If you have an IDEA computer you will be fine as they come with MS Office.*
- 2) *Students need a specified location for saving their work such as a specified folder on the computer, a memory key, or other storage device where work can be safely stored.*

Suggested Activities/Pacing Guide:

Intermediate Grade Levels (4, 5, 6, 7, 8)

- I. Learn computer keyboard including proper keyboarding technique—3 weeks
 - a. Practice improving keyboarding speed and accuracy for approximately 15 minutes daily thereafter.
- II. Research, learn and understand the computer process—3 days
 - a. Input—Process—Storage—Output
- III. Learn the components of computer hardware—1 week
 - a. System unit
 - i. Including internal components of system unit
 1. Hard drive
 2. Mother board
 3. RAM memory
 4. Disk drives
 5. CD drive
 6. USB port
 7. Printer and other ports
 8. Power supply
 9. Fan
 - ii. Including external components of system unit
 1. Power button
 2. Reset button
 3. Power plug
 - b. Monitor
 - c. Input devices
 - i. Mouse

- ii. Keyboard
 - iii. Microphone
 - iv. Digital cameras
 - v. Scanner
 - d. Output devices
 - i. Printers
 - ii. Projectors
 - iii. Speakers
 - e. Storage Devices
 - f. Peripheral Devices
- IV. Research the most commonly used system programs and their costs—2 days
- V. Research the most commonly used application programs and their costs—3 days
 - a. Word processors
 - b. Spreadsheets
 - c. Databases
 - d. Presentation
 - e. Publication Programs
 - f. Programming Languages
 - g. Special Purpose Programs
 - i. Examples include money managers, home decorating, educational, exercise, recipe, any specialized program such as these
 - h. Games
- VI. Research using Internet and retail store a typical computer system and its cost.—1 week
 - a. Type a report of the results. Make sure the report is easy to follow and understand. Use the features of the word processing program to make the report look nice. Make the report for a specific person, family or business. Make sure to mention who the computer system is for in your report.
- VII. Research computer history and evolution—1 week
- VIII. Internet—1 week
- IX. PowerPoint—1 week
- X. Word Processing—1 week
- XI. Spreadsheets—2 weeks
- XII. Databases—2 weeks

- XIII. Publication Programs—2 weeks
 - a. Include peripherals such as scanner and digital camera
- XIV. Programming Languages—2 weeks
- XV. Special Purpose Programs—2 weeks

In order to fulfill this pacing requirement, the recommended curriculum has been broken down by chapter. Covering the chapters in the order listed will insure that all topics on the final exam will be covered during the appropriate semester.

Glencoe Keyboarding Connections

Complete two units per month. If student used this curriculum for Keyboarding, you can skip the units completed in that class. Supplemental activities in computer concepts, computer history, computer programming, special purpose programs, computer purchasing, and multimedia portfolios are available in the course Moodle classroom.

I-DEA Student Honor Code:

With any form of valid proof of dishonesty with regard to student work or testing, the instructor may elect from a range of actions. Academic dishonesty could lead to a zero grade for the assignment or even failure for the entire course following consultation between the instructor, Secondary Supervisor, and Director.

All students must adhere to the **Honor Code:**

“On my honor, I will maintain the highest possible standards of honesty, integrity and personal responsibility. This means I will not lie, cheat or steal, and as a member of this academic community, I am committed to creating an environment of respect and mutual trust.”