

## MIDDLE SCHOOL COURSE OUTLINE

**Course Title:** Computer Literacy 2 (One Semester)

**Grade Level:** 7, 8

**Prerequisites:** None

### **Course Description:**

Computer Literacy 2 will provide students with opportunities to explore and make choices through appropriate instruction and training in computer applications, problem solving, computer-based terminology, word processing, and computer-related technologies. To enhance the academic performance standards, emphasis will be placed on integration of computer skills with the core curriculum.

### **Students Performance**

#### **Objectives for this Course:**

Students will

1. Properly, care and handle computers and computer-related equipment
2. Review and discuss the events that have influenced or may influence on-going computer development and use.
3. Apply and use computer vocabulary and terminology
4. Utilize computers to accomplish tasks and solve problems
5. Understand the ethical obligations and legal responsibilities associated with computers and software
6. Acquire knowledge, skills and attitudes which facilitate present and future success in the student's work and personal lives.
7. Develop multimedia presentations.
8. Understand and demonstrate components of a spreadsheet
9. Demonstrate advanced internet usage and search techniques
10. Learn basic animation techniques
11. Learn how to use vector and raster (draw & paint) graphic programs
12. Understand and demonstrate word processing skills
13. Understand and demonstrate a desktop publishing components
14. Integrate spreadsheet word processing, and internet searches into a culminating project
15. Demonstrate a basic understanding of a database

## **Instructional Strategies**

Demonstration and discussion  
Laboratory practice with microcomputer and related technologies  
Reading and following directions  
Emphasis on cross-curricular assignments  
Programming assignments  
Use of available multi-media materials  
Use of available community resources  
Exploration/ use of software (cross-curricular, entertainment, etc.)

## **Instructional Units**

### Units

- I. Overview
  - a. Historical Perspective
  - b. Computer Uses
  - c. Hardware/ Components
  - d. Software
  - e. Networks
  - f. Acceptable Use
  
- II. Word Processing
  - a. Formatting/ proofing
  - b. Layout
  - c. Incorporating graphics
  
- III. Spreadsheet & Databases
  - a. Data entry
  - b. Data analysis
  - c. Formulas/ calculation
  - d. Manipulation
  
- IV. Multimedia Presentations
  - a. Storyboarding
  - b. Effects
  
- V. Graphics
  - a. Vector
  - b. Raster
  - c. File types (Jpg, tiff, gif, pic)
  - d. Peripheral devices
  
- VI. Internet
  - a. Safety
  - b. Searching
  - c. Research
  - d. Citing Sources/ plagiarism

**Instructional Units - continued**

- VII. Programming
  - a. Web design
  - b. Animation

**Evaluation**

The following methods of evaluation may be used:

- Completion and quality of assignments
- Attendance
- Class participation
- Test/ quizzes
- Teacher observation
- Teacher evaluation
- Interviews
- Student Projects

**Materials and Resources**

Textbook: Computer Concepts Basics; Wells. Ambrose; Thomson Learning