

Computer Literacy 8

Mr. Yendrzeski
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McQuaid Jesuit MS

256-6184 Computer Office
dyendrzeski@mcquaid.org

DESCRIPTION: This course includes general knowledge of selected computer applications in Microsoft Office, Keyboarding and on-line research skills needed to prepare students for academic success. Additionally, basic programming concepts will be studied, which will require that students examine how they organize their thoughts to solve problems. Students will be encouraged to refine their problem-solving strategies and to examine the application of these skills in other disciplines. This course features a “hands-on” approach to learning with some unit testing. Students are well prepared for further computer study or use in the high school program at the conclusion of the course.

CONTENT: (updated 9/12)

- **KEYBOARDING** – Speed/Efficiency and Accuracy
Ultrakey 5.0 – Keyboarding Drills, Lessons and Tests
- **OFFICE APPLICATIONS** -
Word Processing - Word – letters, reports, tables, etc...
Spreadsheets and Graphs - Excel – tables, calculations, charts, etc...
Presentation - PowerPoint – Slide Shows – animations, transitions, effects
Database - Access – Files, Records, Fields, Sorting, Searching, Reporting
- **PROGRAMMING** - Logic, problem solving, syntax
Quick Basic - Input and output statements, control and loop structures
Visual Basic – Forms, controls, properties
Logo Programming – Turtle Graphics – procedures, variables, recursion

Texts Provided: A Guide to MS Office 2007, QBASIC, 2nd edition.

EVALUATION: Student grade is based on total number of points earned for each quarter.

Grading:

Tests/Quizzes	(approx 30%)
Programs / Assigns	(approx 70%)

First MP: Ultrakey – Keyboarding Skills MS-Word – Word Processing Basics
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Second MP: Word– Formatting Basics PowerPoint - Slide Show Presentations, Content, Design and Layout
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Third MP: MS-Excel - Spreadsheets and Graphs MS-Access – Database Files, Queries and Reports
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Fourth MP: Quick Basic / Visual Basic- Programming Fundamentals of LOGO Programming

Course Content:

This course includes an expansion of general knowledge of selected computer applications in Microsoft Office and programming in QBASIC / VBASIC / Logo. This programming will require that students examine how they organize their thoughts to solve problems. Students will be encouraged to refine their problem-solving strategies and to examine the application of these problem-solving skills in other disciplines.

Outcomes and Means:

Development of logic and problem-solving skills as well as the application of basic programming techniques will be evidenced through hands-on projects.

Students will evidence skill in both programming and problem solving by successful completion of original written problems on tests and quizzes.

Students will be able to create and work with word processing documents such as letters, reports, memos and newsletters.

Students will be able to create and work with visually appealing onscreen presentations in order to support or enhance information that is to be presented.

Students will be able to create and work with electronic spreadsheets in order to gather, organize, and summarize text and numeric data, perform calculations, and display results graphically.

Students will be able to create and work with databases in order to gather and manage related information. They will be able to perform fast search and retrieval of records.

Students will use keyboarding drill and practice software to promote proper keyboarding skills.

Curriculum

First MP: Ultrakey – Keyboarding Skills MS-Word – Word Processing Basics
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Second MP: Word – Formatting Basics PowerPoint - Slide Show Presentations, Content, Design and Layout

Third MP: MS-Excel - Spreadsheets and Graphs MS-Access – Database Files, Queries and Reports
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Fourth MP: Quick Basic / Visual Basic- Programming Fundamentals LOGO Programming
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MATERIALS: A notebook to keep paperwork organized is required. Textbooks will be provided. Students need to bring these to class each day.

GRADE CALCULATION: The student's Average for each Quarter will be based on the Total number of points earned. See the outline for detailed grading information. The Final Average for the year will be based on the average of the four marking periods.

CLASS EXPECTATIONS: I expect each student to stay organized and up-to-date with all class work. Be aware of due dates and test dates so that you can better manage your work/study time.

- Be on time and prepared for Class – Organize and manage your time well. If you are late, you will be required to get a pass.
- Bring all necessary supplies(notebook, agenda, pen, pencil, homework done).
The “blue sheet” rule is in effect for Middle School students.
- Keep your notebook and agenda organized and up to date.
- Keep your network folder and work secure. Keep your password to yourself.
- Be respectful of others. Respect governs all (think before you act).
- I expect your full attention, be an active listener. Be ready to ask and answer questions.
Participate well. Be a positive contributor to the class.
- Music or game CDs / players/devices are generally not allowed in the lab during class time.
- There will be no food or drink in the classroom (lab). This includes candy/gum chewing.
- Do not change the appearance of anything in the classroom. If you have a problem with the hardware or software, let me know. Do not attempt to correct the problem yourself unless I have given you the “OK”.

ACADEMIC HONESTY POLICY: McQuaid places a high value on the integrity of its students. Each student is solely responsible for his own work or contribution to a group project. If a student has been involved in cheating on any graded work, the student will receive a grade of zero for that work. The academic principal and parents/guardians will be notified. Additionally, Each student is required to sign and abide by the Rules and Code of Ethics Agreement for Internet use in the lab.

ABSENTEE POLICY: If you are absent from a class(es), you will be required to get any handouts/ notes, and make up any missed work (assignments, tests). Be sure to see me upon return to school whether you have class with me that day or not. Plan to see me ahead of time whenever possible. If you have another school commitment (music lesson), you need to come to class first to see me before the period begins.

FLEX TIME GUIDELINES: Flex period is a flexible academic period for students. Students may be required to use flex time to complete or makeup any missing work for my classes. Students can come into flex lab to get academic work done for any class as long as it is computer related. The *Internet Acceptable Use Policy* is in effect for all users.