

Course Title: COMPUTER LITERACY	Course Description
<p>Course No. 4805 Grade level: 9-12</p> <p>Text and Resources: <i>Discovering Computers, 2002;</i> Thompson Learning <i>MS Office 2000;</i> Pacework</p>	<p>Course Value: *One Semester</p> <p>Credit Value: 1 - 5</p>
<p align="center">Course Content: Key Content Standards and Course Objectives</p>	
<p>1. Students will demonstrate understanding of basic computer hardware terminology.</p> <p>2. Students will produce documents that reflect knowledge and usage of:</p> <ul style="list-style-type: none"> • word processing • database • desktop publishing • PowerPoint • spreadsheets. 	<p>Students will acquire and demonstrate basic knowledge of the following computer skills:</p> <ul style="list-style-type: none"> • Keyboarding • Desktop publishing • Database • Spreadsheet • PowerPoint <p>Additionally, students may also use the Internet, to retrieve information on a particular theme or subject to complete a research assignment. They will also demonstrate proficiency of PowerPoint.</p> <p>*Open entry/open exit</p>
<p align="center">Methods of Study</p>	<p align="center">Evaluation of Performance Standards</p>
<p>1. Students will complete all activities assigned.</p> <p>2. Students will participate in discussion with other class members and/or teacher.</p>	<p>1. Students will complete all assignments with a minimum of 70% accuracy.</p> <p>2. The supervising teacher will be satisfied with the quality of the student's work.</p> <p>3. The student must receive a minimum score of 70% on a teacher assigned final evaluation.</p>