COMPUTER APPLICATION--CAREER/TECH DEPT

COMPUTER LITERACY - Semester Course

Course #: 0213
Credit: **1**
Elective   Grades 9-12
Prerequisite: **None**
Note: Must be taken *before* Intro to Computers; cannot be taken simultaneously.

Course Description: **T**his course is an introduction to business computer software and hardware. Students will use basic and intermediate features of word processing and spreadsheet software, and basic features of database and presentation software. General computer concepts and the internet will also be covered. **This course is highly recommended for students who want more computer application experience, but do not want to enroll in Intro to Computers for college credit. This course is also designed for any student who does not type at a skill level they would like. This course is especially designed for students who type less than 40-50 wpm, or students who have never successfully completed a formal keyboarding course or who could profit from a major review of the keys.** Many students who have taken an elementary/middle school Computer Literacy/Keyboarding course may choose to take this course and will benefit by advancing in Microsoft Word, and from intensive technique review and development. Many personal-use topics will be taught as well: keying & composing emails, memos, letters, reports, etc. In addition, data base, spreadsheet, power point, and graphic concepts will be introduced. After completing this course, students should have a solid keyboarding background for Intro to Computers, Business Procedures, Computer Programming I & II, Composition, and for personal use.
Students who have a keyboarding skill of 40-50 wpm through classes and/or experience may choose to NOT take this course, and to enroll in Business Procedures or Computer Applications I.

Skills Needed To Be Successful In The Class:
Students must be willing to work toward developing their keyboarding and software skills beyond their present level and possess the ability to follow oral and written directions.

Specific Outcomes -- The Student Will Be Able To:
1. Key and format documents including letters, memos, emails, envelopes, outlines, reports, tables, and enumerations.
2. Efficiently operate a keyboard using the touch method and with proper techniques of all alphanumeric keys, symbols, numbers, and punctuation marks. Excel, Power Point, and Access database.
3. Demonstrate proficiency in the use of the functions/features of the computer hardware/software. (Usually Microsoft Word) Use basic features of the Windows operating system
4. Demonstrate proficiency in database, word processing, spreadsheets, and presentation software.
5. Demonstrate how effectively use an Internet search engine, how to use electronics resources, including e-mail and various Web Services, and to use Web 2.0 tools.
6. Demonstrate proficiency in using the functions and features of both the computer hardware and software while completing office simulations using a variety of software and interactive situations.
7. Keyboard and format usable/mail able documents, proofread and edit to correct all errors, and refine evaluation skills while increasing their keyboarding skill beyond their present level of keying speed and accuracy
8. Apply proofreading and editing skills Input data at an acceptable rate of speed with acceptable accuracy.
9. Utilize the keyboard in lieu of pencil/paper to generate/compose documents.
10. Discuss issues related to Computers and Society, Security, Privacy, and Ethics, and computer ergonomics.
11. Study careers involving computer technology

Careers Related to Content: ANY CAREER THAT USES A COMPUTER!
All careers involve computer technology at some level. Part-time and career employment is available to students with basic computer knowledge, word processing skills, and/or data entry skills.

COMPUTER APPLICATION--CAREER/TECH DEPT
Concurrent Enrollment Course-HS/College Credit Earned

INTRODUCTION TO COMPUTERS - Semester Course

FHS #: 0303C
IHCC#:   CSC110 Introduction to Computers
IHCC CREDIT HOURS: 3
FHS Credit: 1
Elective   Grades 9-12
Prerequisite: Typing Skills
Note: Computer Literacy is not a requirement for this course.

Course Description: **This** course covers business computer software and hardware. Students will use basic and intermediate features of word processing and spreadsheet software, and basic features of database and presentation software. General computer concepts and the internet will also be covered.

Skills Needed To Be Successful In The Class:
Students should have an interest in learning a variety of computer programs and related topics. Students should have basic keyboarding skills of at least 30 wpm.

Specific Outcomes -- The Student Will Be Able To:

1. Use basic features of the Windows operating system
2. Demonstrate how effectively use an Internet search engine
3. Demonstrate the use of electronics resources, including e-mail and Web Services
4. Demonstrate proficiency in database software
5. Demonstrate proficiency in word processing software
6. Demonstrate proficiency in spreadsheet software
7. Demonstrate proficiency in presentation software
8. Explain how Computers can be used in various professions
9. Demonstrate software integration
10. Explain the functions of and relationship between system software and application software
11. Explain computer system components
12. Demonstrate an understanding of computer network technology
13. Explain computer crime, privacy and ethics issues.
14.   Discuss issues related to computers – such as the importance of computer literacy. the impact of computers in society and how computers affect the quality of lives.
15   Study careers involving computer technology.
16. Plan a simulated travel project integrating all forms of software.

Careers Related to Content

All careers involve computer technology at some level. Applications are vast in the field of Business, High Technology, Engineering, Education, Journalism, and Medicine. Part-time and career employment is available to students with basic computer knowledge, word processing skills, and/or data entry skills.

College Preparation

This class is an excellent course to use computers efficiently in a personal or in academic setting. These concepts are expected of college students.

COMPUTER APPLICATION--CAREER/TECH DEPT
Concurrent Enrollment Course-HS/College Credit Earned

BUSINESS COMPUTER SOFTWARE: - Semester Course

FHS Course #: 0312C
IHCC # CSC 130
IHCC CREDIT HOURS: 3
FHS Credit: 1
Elective Grades 10-12
Offered Trienially: 2020-21, 2023-24, 2026-27
Prerequisite: Successful completion of Intro to Computers and/or instructor permission.

Course Description:
This course uses projects to focus on business use of computer systems and advance application of the Office suite (Word, Access, Excel, Power Point, and the Internet). Topics include the Internet as a business resource, Web Page Design and creation, desktop publishing, presentation software, and software integration.

Skills Needed To Be Successful In The Class:
 Students should have successfully completed the Intro to Computers course, or have competency in those topics, and have a desire to independently explore programs in a controlled "try-it" environment.

Specific Outcomes – (from IHCC Course Description)

1.   Create presentation documents using desktop publishing
2.   Create presentations integrating word processing, database and spreadsheet applications.
3.   Create presentations using presentation software.
4.   Create Web pages using a variety of software tools.
5.   Describe basic uses of the Internet
6.   Describe desktop publishing terminology and concepts.
7.   Describe presentation software terminology and concepts
8.   Perform Internet research
9.   Use a web browser
10. Use the Internet as a business/general research tool.

Careers Related to Content:
All careers involve computer technology at some level. Specific related careers may include: Web Master, Information Systems Analysts, Administrative Assistants, Data Processors, Word Processors, Computer Programmers, Systems/Analyst, Computer Managers, Teachers, and Computer Technicians.