

Course name: Computer Foundations
Skill level: Students are required to have basic keyboarding familiarity. Recommend students be middle school age or higher.
Course Description: The purpose of this course is for students to acquire beginning computer literacy and usage skills, including an understanding of computer hardware and operating system basics. Students will work with office applications including word processing, spreadsheets and presentation software. Additional course topics include Internet, web searching, e-mail usage, computer history and ethical use of technology.

Course Topics Outline:

- I. Computer hardware
 - a. How computers work
 - b. Storage and peripherals
- II. Operating systems basics
 - a. File management
 - b. Running applications
- III. Introduction to office applications
 - a. Word processing (Word)
 - b. Spreadsheets (Excel)
 - c. Presentation (PowerPoint)
- IV. Internet
 - a. How it works
 - b. Usage
 - i. E-mail
 - ii. Research
 - iii. Entertainment
 - iv. Social
 - c. Ethical, moral & safety considerations