


# Computer Foundations Course Syllabus 2007-2008

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<b>Course title:</b>	Computer Foundations
<b>Description:</b>	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.
<b>Term:</b>	2007-2008 School year
<b>Class meeting:</b>	Weekly on Thursdays
<b>Contact hours:</b>	32 meetings of 1.25 hours = 40 hours
<b>Prerequisites:</b>	Students taking this course must possess basic keyboarding skills and basic familiarity with computers. Course is intended for motivated middle school students or higher.

**Textbook:**

	CEP Inc., Ann Ambrose, Marly Bergerud, Donald Busche, Connie Morrison, Dolores J. Wells ISBN 13: 978-0-619-24382-1 © 2006 Publish date: February 24, 2005 664 pages Hardcover
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- Course objectives:**
- Define and explain the basics of computer hardware and its use.
  - Operate a computer and effectively use its operating system to run programs and manage files.
  - Demonstrate beginner level skills with Office applications of word processing, presentation, spreadsheet and database.
  - Utilize and manage electronic mail.

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- Discuss ethical and moral use of computers and the Internet.
- Practice various search techniques over the Internet.

## **Class policies:**

### **Student expectations**

Students will be assigned both reading and project work to complete outside of the classroom. Although time required to complete assignments will vary between individual students, one should be prepared to commit an average of 3 hours per week, outside the weekly class meetings, to complete assigned course work. Access to a personal computer with Internet access and office application software will be required to complete assignments.

### **Class notebook**

Each student will maintain a notebook of completed assignments and projects. Each week's assignments are to be initialed by one of the parents each week PRIOR to class.

All work submitted should contain the student's full name and date.

### **Computer care**

Students are expected to exercise conscientious care of all computer equipment. The equipment is expensive and must be handled in a manner in order to protect it from damage.

Students are not to change the configuration of any of the computers without the direction of the instructor. This includes changing the screen saver, desktop picture, security settings or other similar behaviors.

Students are not to install software on the computers.

No food or drink is to be kept near the computers.

Students are asked to report any problems they encounter with a computer as soon as it occurs.

### **Internet & proper computer use**

Students are required to use the computer and access to the resources of the Internet in a manner that is widely considered supportive of biblical views. Students are not to engage in any computer use that is distracting, offensive or harmful to others.

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## Weekly outline:

### Semester I

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#### **Week 1**

Course welcome

##### **5. Essential Computer Skills**

Homework for week 2

By Monday –

- Read lesson 5, completing all the “Step-by-Step” exercises, except 5.7 on installing new software. You are welcome to team up with someone in your family who cares for the computer(s) in your house to assist next time software is installed. Study the vocabulary terms.

By Tuesday –

- Make a copy of the Review Questions rather than writing in your book. Answer them 1<sup>st</sup> without the book. Next use the book to check your answers. If you get an answer incorrect, mark it with an ‘X’ and then circle the correct answer. The number of wrong answers will not be kept track of. Have one of your parents initial it and then place it in a three-ring binder that you will use throughout the course.

By Wednesday –

- Complete Activity 5-1. Use Word Pad and make two lists: one for similarities and one for differences.
- Assignments and exercises should be printed, include student’s full name, be initialed by a parent and brought to class in your notebook.
- Memorize the definitions for vocabulary terms for chapter 5.

#### **Week 2**

##### 7. The Windows Operating System

Homework for week 3

By Monday –

- Read lesson 7, completing all the “Step-by-Step” exercises.

By Tuesday –

- Using a copy of the Review Questions answer them 1<sup>st</sup> without the book. Next use the book to check your answers. If you get an answer incorrect, mark it with an ‘X’ and then circle the correct answer. The number of wrong answers will not be kept track of. Have one of your parents initial it and then place it in a three-ring binder that you will use throughout the course.

By Wednesday –

- Complete Project 7-2. Use Word Pad and make two lists: one for similarities and one for differences.
- Assignments and exercises should be printed, include student’s full name, be initialed by a parent and brought to class in your notebook.

#### **Week 3**

##### 10. File Management with Windows Explorer

Homework for week 4

By Monday –

- Read lesson 10, Complete the following “Step-by-Step” exercises: 10.1, 10.2 & 10.3.

By Tuesday –

- Complete the Review Questions as described in week 1. Have one of your parents initial it and then place it in your class binder.

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By Wednesday –

- Complete Project 10-1. Store the all you work on your USB drive. Bring the drive to class each time.
- Complete Project 10-2

## **Week 4**

11. Using Microsoft Office 2003

## **Week 5**

12. Word Essentials

## **Week 6**

13. Editing and Formatting Documents

## **Week 7**

26. Researching on the Internet  
Word project, Take home exam #1

## **Week 8**

24. E-Mail and Effective Electronic Communication

## **Week 9**

Special topics

## **Week 10**

9. Using Windows Explorer

## **Week 11**

1. Introducing Computers

## **Week 12**

2. Computer Hardware

## **Week 13**

4. Computer Software

## **Week 14**

14. Working with Tables  
Take home exam #2

## **Week 15**

19. PowerPoint Essentials

## Semester II

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## **Week 16**

Welcome back review

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## **Week 17**

20. Enhancing Presentations with Multimedia Effects

## **Week 18**

15. Enhancing Documents

## **Week 19**

6. Using Technology to Solve Problems

## **Week 20**

16. Excel Essentials

## **Week 21**

17. Organizing Worksheets

## **Week 22**

18. Creating Formulas and Charting Data

## **Week 23**

Take home exam #3

## **Week 24**

25. Internet Essentials

## **Week 25**

27. Evaluating Online Information

## **Week 26**

Special topics

## **Week 27**

28. Technology and Society

## **Week 28**

21. Access Essentials

## **Week 29**

22. Managing and Reporting Database Information

## **Week 30**

23. Networks and Telecommunication

## **Week 31**

3. Maintaining and Protecting Hardware  
Take home exam #4

## **Week 32**

TBD