

COURSE NUMBER: 100
COURSE TITLE: Computer Fundamentals
COURSE LENGTH: One credit.
PREREQUISITE: None
GRADE LEVEL: 9, 10, 11, OR 12

COURSE DESCRIPTION:

Computer Fundamentals is designed to teach the fundamental skills of keyboarding, data processing and other technology (scanners/ digital cameras) which may be applied to personal and occupational situations. Skill in computer fundamentals is of value to all students because the use of computers and other technology is an integral part of how the world functions today. The main areas covered include keyboard mastery, personal and business letters, tables, reports, brochures, and newsletters. Minor areas touched upon include the use of scanners, digital cameras, creating computer presentations, creating and using spreadsheets and databases. . **This course is strongly recommended for every student and is a prerequisite for all other computer courses that are offered at Denison High School.**

COURSE RATIONALE:

METHOD OF INSTRUCTION:

This is a lab-oriented class, with each student working independently. When new topics and programs are introduced, there is a lecture-discussion presentation.

ASSESSMENT:

Grades will be based on objective/ production tests and completed keyboarding units.

CRITICAL OBJECTIVES:

1. students will be able to demonstrate mastery of the keyboard
2. students will be able to demonstrate the ability to arrange and type correctly letters and envelopes, tables, and reports
3. students will be able to demonstrate the ability to use a scanner and a digital camera
4. students will be able to demonstrate the ability to create/use spreadsheets/databases for personal and/or business activities.