Computer Literacy
Course Overview and Syllabus

Course Number: TCH110  Grade level: 9–12
Prerequisite Courses: None  Credits: 0.5

Course Description
Today’s students must effectively use technology to research, organize, create, and evaluate information. Build a foundation in the skills and concepts that define computer literacy in the 21st century and practice essential skills such as digital citizenship, Internet research techniques, and document creation in individual and team projects.

Course Objectives
Throughout the course, you will meet the following goals:

- Apply the correct techniques for keyboarding
- Format a variety of documents using correct style, format, and content
- Perform common editing, organizational, and printing/publishing functions
- Perform advanced word processing functions
- Create presentations using graphics, fonts, and special effects
- Display proper care and operation of equipment
- Demonstrate writing skills, including proficiency in business English, spelling, usage, and proofreading
- Select and use applications and software effectively and productively
- Apply layout and design concepts in desktop publishing, including graphics, font, text boxes, and more
- Write and send e-mail messages, including messages with attachments
- Organize and manage files and folders and create directories
- Create spreadsheet worksheets and perform basic mathematical processes
- Use web browsers, conduct Internet searches, and analyze websites
- Create blogs and set up an RSS reader
- Apply basic elements of web design
- Edit images and add them to documents and presentations
- Learn about teamwork, leadership, and career preparatory skills
- Learn to cite sources
- Create career-related documents including cover letters, reports, and presentations
- Explore careers in technology
- Proofread and revise written work
- Create blogs to discuss topics of interest

**Student Expectations**

This course requires the same level of commitment from you as a traditional classroom course would. Throughout the course, you are expected to spend approximately 5–7 hours per week online on the following activities:

- Interactive lessons that include a mixture of instructional segments and tasks
- Assignments in which you apply and extend learning in each lesson
- Assessments including quizzes, tests, and cumulative exams

**Communication**

Your teacher will communicate with you regularly through discussions, e-mail, chat, and system announcements. Through this communication with your teacher, you will monitor your progress through the course and improve your learning by reviewing material that was challenging for you.

You will also communicate with classmates, either via online tools or face-to-face, as you do the following:

- Ask and answer questions in your peer group
- Develop speaking and listening skills

**Grading Policy**

You will be graded on the work you do online and the work you submit electronically to your teacher. The weighting for each category of graded activity is listed below.

```
<table>
<thead>
<tr>
<th>Grading Category</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>20%</td>
</tr>
<tr>
<td>Essays</td>
<td>0%</td>
</tr>
<tr>
<td>Labs</td>
<td>0%</td>
</tr>
<tr>
<td>Lesson Quizzes</td>
<td>20%</td>
</tr>
<tr>
<td>Unit Tests</td>
<td>10%</td>
</tr>
</tbody>
</table>
```
Scope and Sequence

When you log into the Virtual Classroom, you can view the entire course map, which provides a scope and sequence of all topics you will study. Clicking a lesson’s link in the course map leads to a page listing instructional activities, assignments, and learning objectives specific to that lesson. The units of study are summarized below.

Project 1: The Internet: Learn about the Internet and the World Wide Web, use Google™ to search for information, and create a Google account to write and send e-mails and schedule events.

Project 2: Writer: Learn keyboarding skills, take a test to see how quickly and accurately you type, use Writer to write a practice cover letter and proofread it for errors.

Project 3: Formatting Documents: Learn how to change the font, style, and size of text in a document, add headers and footers, preview a document before print, and save a document as a PDF. You will learn report formatting and citation and format a works cited page.

Project 4: Calc: Learn how to organize data in spreadsheets, change the size of rows and columns, add data, and edit and delete data. You will calculate the sum and average of data in a spreadsheet using Calc’s formulas and functions.

Project 5: Impress: Create presentation slides with backgrounds, transitions, and text, search online for an image, edit the image, and add it to a presentation. Learn effective presentation skills.

Project 6: Blogging: Learn about blogs, set up a Google Reader™ account to read updates from blogs in one place, create a Blogger™ account, and choose a title and address for your blog. Add an image to and publish a blog post and evaluate the visual appeal of websites.