

**CURRICULUM MAP  
INTRODUCTION TO COMPUTERS**

Weeks 1-3	Weeks 4-6	Weeks 7-9	Weeks 10-12	Weeks 13-15	Weeks 16-18
<ul style="list-style-type: none"> <li>• Develop an awareness of the various ways that computers are used.</li> <li>• Develop an awareness of how computers impact people with regard to:               <ul style="list-style-type: none"> <li>• Health</li> <li>• Communication</li> <li>• Education</li> <li>• Entertainment</li> <li>• Commerce</li> <li>• Transportation</li> <li>• Research</li> <li>• Crime</li> </ul> </li> <li>• Develop an awareness of the effect computers have on businesses.</li> <li>• Develop an awareness of negative impacts of computer systems including:               <ul style="list-style-type: none"> <li>• Privacy</li> <li>• Hackers</li> <li>• Viruses/Malware</li> <li>• Job restructuring</li> </ul> </li> <li>• Develop an understanding of how to work effectively in a networked computer environment.</li> </ul> <p><b>Prerequisite – Keyboarding Credit - 1.0 Double-block One Semester</b></p>	<ul style="list-style-type: none"> <li>• Learn terminology and skills to effectively use basic software interface.</li> <li>• Learn terminology and concepts related to computer number systems (binary and hexadecimal).</li> <li>• Learn terminology for measuring data (bit, byte, etc.).</li> <li>• Learn how to effectively save, retrieve, print, and manage data files while recognizing the differences between storage locations.</li> <li>• Learn to effectively use word processing software to create, edit, and enhance documents with formatting and graphical effects including original drawing and clipart.</li> <li>• Learn to effectively use appropriate fonts and font effects.</li> <li>• Learn terminology related to fonts</li> <li>• Use AutoFormat, AutoComplete, AutoText, AutoCorrect, spell check, grammar check, thesaurus, and find and replace.</li> <li>• Insert date, time, and hyphens.</li> </ul>	<ul style="list-style-type: none"> <li>• Learn to create enhanced word processing documents through the use of tables.</li> <li>• Learn to create and use templates, and merged word-processing documents</li> <li>• Insert Word Art</li> <li>• Use 3-D effects Insert text boxes.</li> <li>• Copy, paste, switch, insert page breaks, multi-page documents.</li> <li>• Insert headers and footers, footnotes and endnotes.</li> <li>• Create sections, apply styles, create and modify an outline.</li> <li>• Create and print envelopes and labels, mail merge.</li> <li>• Insert hyperlinks...</li> <li>• Learn to recognize common file formats and identify the appropriate type of software to access the file (.bmp, .doc, .xls, etc.).</li> <li>• Develop an awareness of the 5 major components of a computer system and examples of specific objects for each part: Input, Output, Processing, Storage, &amp; Memory.</li> <li>• Develop an awareness of basic network topology and the role network technology plays in the use of modern systems.</li> <li>• Develop an understanding of graphic data objects and how to manipulate them.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop an awareness of the use of spreadsheet software including terminology related to spreadsheets.</li> <li>• Learn to enter and edit data and formulas in cells.</li> <li>• Learn how to use the "fill" tool to duplicate data across ranges.</li> <li>• Develop awareness of the difference between absolute, relative and mixed references in formulas and their appropriate use.</li> <li>• Learn to use built-in functions and develop awareness of the wide range of functions available.</li> <li>• Learn to apply formats to cell data.</li> <li>• Learn to use secondary tools such as freezing titles, applying protection, and print options with spreadsheets.</li> <li>• Learn to create effective charts.</li> <li>• Learn to use conditional formatting to enhance spreadsheet data.</li> <li>• Save and print a worksheet.</li> <li>• Copy, move, insert, delete, freeze, and protect cells.</li> <li>• Insert times, dates, and comments.</li> <li>• Move, copy and link data, use drawing tools.</li> </ul>	<ul style="list-style-type: none"> <li>• Learn to use presentation software to create visual aids for presentations.</li> <li>• Learn to build slides through the use of wizards as well as manually inserting objects.</li> <li>• Learn to apply slide transitions, animation effects, and effective formats to slides.</li> <li>• Learn to automate presentation timing.</li> <li>• Learn to incorporate resources from the Internet into presentations.</li> <li>• Learn to make bibliographic slides.</li> <li>• Learn to incorporate audio and video effectively into slides.</li> <li>• Learn to create web pages from word processing, spreadsheet, and presentation software.</li> <li>• Develop an understanding of some of the characteristics of various computer peripheral devices.</li> <li>• start, open, save, navigate through a presentation.</li> <li>• Use menus and toolbars.</li> <li>• Apply design template, change slide layout, insert clip art, add slides, change views, print and exit.</li> <li>• Delete text, check spelling, use slide master, change text appearance, work with bullets, slide transitions, insert animation, outline view, and utilize slide layout options.</li> <li>• Build and modify organization charts, charts, and tables.</li> <li>• Draw an object, add shapes, apply formatting, rotate and fill, scale and size an object.</li> <li>• Create a text box.</li> </ul>	<ul style="list-style-type: none"> <li>• Create own presentations and present to class, replace text fonts, format painter, and insert a hyperlink.</li> <li>• Develop an understanding of basic database software.</li> <li>• Learn to create a database, enter data, and create reports.</li> <li>• Develop an understanding of careers in the computer technology field</li> <li>• Develop an awareness of computer programming.</li> <li>• Develop awareness of the history of computer technology.</li> </ul> <p style="text-align: right;">10/31/05</p>

**Throughout this course, students will build an enhanced vocabulary related to computer technology.**