

<p>Level IV - Computer Fundamentals</p>	<p>Upon completion of this course the student will be able to:</p> <ul style="list-style-type: none"> • Demonstrate the protocol for use of the computer while in the computer lab • Describe the components of a computer system and basic computer terminology • Communicate effectively with others using electronic mail • Manipulate a program window • Manage their files and folders • Search for specific information using the World Wide Web • Create a simple document • Edit a simple document using a variety of editing features • Format a simple document using a variety of formatting features • Create a simple spreadsheet • Perform basic calculations using formulas and functions • Format a simple spreadsheet to enhance its appearance • Create a chart to represent the data in the spreadsheet
<p>Unit 1 Getting Started With Computers</p>	<p>Upon completion of this unit the student will be able to:</p> <ul style="list-style-type: none"> • demonstrate the protocol for use of the computer while in the computer lab • describe the components of a computer system and basic computer terminology
	<p>The student will be able to demonstrate the protocol for use of the computer while in the computer lab.</p> <ul style="list-style-type: none"> • Demonstrate turning on/off the computer, monitor, and printer • Demonstrate logging on/log off the computer (user id and password) • State the rules concerning the use of the computer lab • Explain the importance of “logging off” the network before leaving lab
	<p>The student will be able to describe the components of a computer system and basic computer terminology.</p> <ul style="list-style-type: none"> • Identify several input, output, and

	<p>storage devices of a basic computer</p> <ul style="list-style-type: none">• Describe the four basic functions of a computer (input, processing, output, and storage)• Explain briefly how a computer represents, processes and stores data according to the terms below:<ul style="list-style-type: none">-CPU (central processing unit)-bits/bytes-kilobyte, megabyte, gigabyte-RAM and ROM• Distinguish between:<ul style="list-style-type: none">-hardware and software-system software and application software-hard disk and floppy disk-different drives (A, B, C, D,... drives)-stand alone computers and network computers
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Unit 2 Electronic Mail	Upon completion of this unit the student will be able to: <ul style="list-style-type: none"> • Communicate effectively with others using electronic mail
	The student will be able to communicate effectively with others using electronic mail. <ul style="list-style-type: none"> • Open electronic mail software program (GroupWise) • Identify parts of a basic E-mail window • Manage in-coming messages by: <ul style="list-style-type: none"> -opening a message -replying to a message -forwarding a message -saving a message -deleting a message -opening an attachment • Manage out-going messages by: <ul style="list-style-type: none"> -sending a message -sending message with an attachment -viewing the status of a sent message
Unit 3 Basic Skills Using Windows Programs	Upon completion of this unit the student will be able to: <ul style="list-style-type: none"> • Manipulate a program window
	The student will be able to manipulate a program window: <ul style="list-style-type: none"> • Identify parts of a window • Use the mouse effectively • Manipulate a window by: <ul style="list-style-type: none"> - Opening/exiting a window - Moving - Moving the window handles to change the window size - Minimizing, maximizing, and restoring - Scroll through a window • Start a software application • Switch between applications using the task bar and the alt/tab keys
Unit 4 File Management	Upon completion of this unit the student will be able to: <ul style="list-style-type: none"> • Manage their files and folders
	The student will be able to manage their files and folders. <ul style="list-style-type: none"> • Create files (save/save as)

	<ul style="list-style-type: none">• Format a floppy disk• Save files on the hard drive and floppy• Create folders• Save files in folders• Move, copy, re-name, and delete files using Windows Explorer• Search for files• Create a shortcut to open a file on the desktop• Distinguish between the various drives (A drive, B drive, C drive, D drive, etc.)
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<p>Unit 5 The Internet</p>	<p>Upon completion of this unit the student will be able to:</p> <ul style="list-style-type: none"> • Search for specific information using the World Wide We
	<p>The student will be able to search for specific information using the World Wide Web.</p> <ul style="list-style-type: none"> • Start the Internet browser (Microsoft Internet Explorer) • Identify parts of an Internet browser window • Define basic Internet terminology <ul style="list-style-type: none"> - homepage - URL (uniform resource locator) - WWW - Home tool button - Back tool button - Forward tool button - Stop tool button • Start a search engine • Type key words or phrases • Analyze results • Perform a search when the URL (web address is known)
<p>Unit 6 Word Processing</p>	<p>Upon completion of this unit the student will be able to:</p> <ul style="list-style-type: none"> • Create a simple document • Edit a simple document using a variety of editing features • Format a simple document using a variety of formatting feat
	<p>The student will be able to create a simple document.</p> <ul style="list-style-type: none"> • Open the word processing software • Identify the parts of a word processing “Window” • Type (enter) text • Explain the concept of “word wrap” • Move around effectively in the document • Use the “Undo Typing” command to reverse the most recent action • Use the “Zoom Command” to change the viewing size of your document

	<ul style="list-style-type: none">• Save a document• Distinguish between the terms “save” and “save as”• Use the “Print Preview” command prior to printing your document
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	<p>The student will be able to edit a simple document using a variety of editing commands.</p> <ul style="list-style-type: none"> • Use a variety of ways to select text • Cut or copy text • Delete text • Paste text • Explain the concept of the Office Clipboard • Use the “Spelling and Grammar” command to check spelling/grammar • Use “Help” to assist you with editing a document • Use the “Show/Hide” to help you edit your document • Identify spelling and grammar errors while typing
	<p>The student will be able to format a simple document using a variety of formatting commands.</p> <ul style="list-style-type: none"> • Format text using the following commands: <ul style="list-style-type: none"> - Font type - Font size - Bold - Italics - Underline - Left, center, right align • Format paragraphs using the following commands: <ul style="list-style-type: none"> - Tabs - Bullets - Line spacing - Indent • Format pages using the following commands: <ul style="list-style-type: none"> - Margins - Page orientation (portrait or landscape) - Page size - Borders and shading - Page numbering
<p>Unit 7 Electronic Spreadsheets</p>	<p>Upon completion of this unit the student will be able to:</p>

	<ul style="list-style-type: none">• Create a simple spreadsheet• Perform basic calculations using formulas and functions• Format a simple spreadsheet to enhance its appearance• Create a chart to represent the data in the spreadsheet
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	<p>The student will be able to create a simple spreadsheet.</p> <ul style="list-style-type: none"> • Open the spreadsheet application software • Identify the parts of a worksheet • Move around effectively in the worksheet • Enter text (labels) • Enter numbers (values) • Save a document
	<p>The student will be able to perform basic calculations using formulas and functions.</p> <ul style="list-style-type: none"> • Perform basic calculations inputting simple formulas (multiplication, division, addition, subtraction, and averaging) manually • Use the sum and average function (using the Paste Function command) • Distinguish between relative and absolute cell references • Use cell references (relative and absolute) to copy formulas
	<p>The student will be able to format a simple worksheet to enhance its appearance.</p> <ul style="list-style-type: none"> • Align text in a cell • Merge cells • Insert rows and columns • Delete rows and columns • Change the height of rows and the width of columns • Re-arrange data alphabetically • Place borders around cells • Use bold, font, and font size to format labels and values • Change the style of numbers (currency style, percent style, and comma style) • Increase and decrease the decimal of numbers
	<p>The student will be able to create a chart to represent data in a worksheet graphically.</p> <ul style="list-style-type: none"> • Distinguish between a pie and column

	<p>chart</p> <ul style="list-style-type: none">• State when to use a pie and column chart to represent data graphically• Select appropriate data from a worksheet to create a chart• Use the “Chart Wizard” to create a pie and column chart• Move and re-size a chart in a worksheet• Print a worksheet including a chart in both the portrait and landscape orientation
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