

Using the Personal Computer

I. Course Description

This course encourages the student to learn basic computer skills that can be applied to other areas of learning.

II. Instructional Material

A. Using the Personal Computer, Abeka Book, Pensacola, Fl. 1991

III. Course Goals and Objectives

1. Student will learn by having definite assignments to prepare on the computer
2. Student will learn about the computer features
3. Student will have a working knowledge of a keyboard
4. Student will know about common software
5. Student will be able to type 20 words per minute

IV. Course Outline (2 semesters)

1. Give or explain parts of a computer
2. List common software
3. Master keyboard techniques
4. Typing proficiency
5. Input a letter
6. Justify, center, choose type size, and style
7. Correcting errors
8. Editing, saving, and printing a document
9. Input a hymn
10. Set tabs
11. Determine page break
12. Copy and paste
13. Delete section of a document
14. Change point of type
15. Input Bible chapter
16. Set decimal tabs
17. Set tabs to wrap some place other than left margin
18. Use all capital keys
19. Undo a correction
20. Input a title page
21. Input a book report
22. Use double spacing
23. Command page numbers
24. Creating at the computer
25. Using spell check
26. Input codes
27. Use tabs to set columns
28. Sort a document
29. Use computer calculator
30. Input recipe

31. Input fractions
32. Change page set up
33. Use super script
34. Use footnote command
35. Discover keyboard commands
36. Input cash receipt and cash payment records
37. Calculate totals
38. Draw lines
39. Input balance sheet
40. Input income statement
41. Input math quiz
42. Create a document with art
43. Use large point size type
44. Design an invitation
45. Design a bulletin board announcement
46. Input a mailing list
47. Input field names
48. Input a record
49. Correct a record
50. Insert a record
51. Sort a data base
52. Begin a data base
53. Delete a record
54. Delete a field
55. Select info.
56. Input a personal file
57. Input a class list
58. Input a library overdue records
59. Input a budget
60. Justify within a spreadsheet
61. Copy and paste a spreadsheet
62. Command the computer to find a total
63. Input a monthly budget summary
64. Input a weekly payroll
65. Adjust a spreadsheet
66. Command the computer to multiply
67. Input net pay payroll sheet
68. Begin spreadsheet
69. Input sales tracking chart
70. Add info, to spreadsheet
71. Create formulas to input into computer
72. Input annual budget
73. Copy a spreadsheet document
74. Input telephone service
75. Input pie chart for annual budget
76. Create a graph
77. Begin graphing
78. Input evaluation of area of rectangle formula
79. Input evaluation of area of a trapezoid
80. Adjust spreadsheet for varying unknown
81. Input evaluation of area of a circle formula

82. Create spreadsheets to evaluate formulas

V. Teaching Methods

- A. Reading and study of text
- B. Demonstration
- C. Hands on usage of computer
- D. Discussion

VI. Evaluation

- A. Written unit tests
- B. Review of computer projects
- C. Written final-each unit information and a timed typing test

VII. Grading Scale

100-90%=A

89%-80=B

79%-70=C

69%-60=D