CHINO VALLEY UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL GUIDE

Computer

Course Number	3145 Intro to Computers
	3146 Computer Studies
Department	Electives
Length of Course	12-18 Weeks
Grade Level	7-8
Board Approved	September 2, 2004

Description of Course - This course will provide students with an introduction to the use of the computer as a tool. The basic components and operations of a computer will be taught. Students will experience a variety of computer software, including , but not limited to menuing programs, word processing, spreadsheet, database, and graphics. The concepts of computer programming and telecommunications will be introduced. Computer ethics will also be stressed. Exploring database and spreadsheet activities within this course work. This course is aligned to standards developed by the Business Education Resource Consortium.

Rationale for Course - The ability to use technology effectively is necessary in this increasingly complex and information rich society.

Standard 1 - Computer Systems

1.1   Objective: Students will demonstrate an understanding of the basic computer components.

1.1.1 Performance Indicator: Students will define common computer and technology terms.

1.1.2 Performance Indicator: Students will identify computer components and the function of each.

1.1.3 Performance Indicator: Students will identify operating system terminology.

1.1.4 Performance Indicator: Students will identify specific hardware and peripheral devices including disk drives, motherboard, CPU, ROM, RAM, monitor, keyboard, mouse, printer, and modem.

1.1.5 Performance Indicator: Students will gain an understanding of the differences between system software and application software.

1.1.6 Performance Indicator: Students will learn the importance of proper care of all equipment, diskettes, and compact disks.

Standard 2 - History, Terminology, and Ethics

   2.1   Objective: Students will be exposed to the history, terminology, and ethics of computer technology.
   - 2.1.1   Performance Indicator: Students will demonstrate knowledge of the progression (history) of computer technology.
   - 2.1.2   Performance Indicator: Students will develop a good working glossary of keyboarding terms.
   - 2.1.3   Performance Indicator: Students will become aware of privacy codes, security issues, and ethical concerns as they relate to computers.
   - 2.1.4   Performance Indicator: Students will understand district policy as it concerns software protection.
   - 2.1.5   Performance Indicator: Students will demonstrate an understanding of invasion of privacy, copyright infringement, computer crime, and federal laws regarding technology.

Standard 3 - Computer Skills

   3.1   Objective: Students will demonstrate their ability to use application software.
   - 3.1.1   Performance Indicator: Students will demonstrate proficiency in the use of keyboarding software (speed, accuracy, and peripheral keys).
   - 3.1.2   Performance Indicator: Students will demonstrate proficiency in the use of word processing software including creating a document, typing, editing, inserting, deleting, loading, and saving documentation.
   - 3.1.3   Performance Indicator: Students will demonstrate proficiency in using printer options and printing documents.
   - 3.1.4   Performance Indicator: Students will demonstrate proficiency in basic graphic applications including importing graphics, exporting images, using graphic tools, and planning page layouts.
   - 3.1.5   Performance Indicator: Students will also be required to demonstrate proficiency in tables and spreadsheet applications including creating records, entering data, manipulating information, and producing reports.
   - 3.1.6   Performance Indicator: Students will be able to utilize telecommunications as a tool and understand how modems work.
   - 3.1.7   Performance Indicator: Students will access bulletin board systems.
   - 3.1.8   Performance Indicator: Students will learn how to send and receive e-mail messages and attach files.
   - 3.1.9   Performance Indicator: Students will be introduced to programming languages.