

COURSE MODULE DESCRIPTIONS

Computer Skills and Applications

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| Course Number: | 6207 |
| Recommended Maximum Enrollment: | 26 |
| Recommended Hours of Instruction: | N/A |
| Prerequisite: | None |

Description:

This course is composed of instructional modules designed to provide hands-on instruction in basic keyboarding skills, computer concepts and software applications. The software applications include word processing, desktop publishing, presentation software, spreadsheets, and databases. Communication skills and basic mathematical concepts are reinforced in this course. Work-based learning strategies appropriate for this course are field trips and job shadowing. Simulations, projects, teamwork, and FBLA leadership activities, meetings, conferences, and competitions provide opportunities for application of instructional competencies.

Computer Skills and Applications (Digital Literacy Module)

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| Course Number: | 6207 |
| Recommended Maximum Enrollment: | 26 |
| Recommended Hours of Instruction: | 15 |
| Prerequisite: | None |

Description:

This module is web-based e-learning designed to teach basic computer concepts and skills in order to be successful with technology in everyday life. The module covers these topics: Computer Basics, Internet and the World Wide Web, Productivity Programs (software fundamentals), Computer Security and Privacy, and Digital Lifestyles. For more information on this web-based e-learning, visit www.microsoft.com/digitalliteracy and choose the Standard Curriculum.

Recommended Pairing: None

Computer Skills and Applications (Keyboarding Module 1 – Alpha Keys)

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| Course Number: | 6207 |
| Recommended Maximum Enrollment: | 26 |
| Recommended Hours of Instruction: | 15 |
| Prerequisite: | None |

Description:

This module is designed to teach basic keying skills, consisting of fluent manipulation of all alphabetic letters. Emphasis is on daily use of a computer system and appropriate software to provide integrated training through a learn/practice/sustain/assess plan of skill building.

Recommended Pairing: Digital Literacy

Computer Skills and Applications (Keyboarding Module 2 – Number/Symbol and Numeric Keypad)

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| Course Number: | 6207 |
| Recommended Maximum Enrollment: | 26 |
| Recommended Hours of Instruction: | 15 |
| Prerequisite: | None |

Description:

This module is designed to teach basic keying skills, consisting of fluent manipulation of all numeric keys as well as the symbols and the numeric keypad. Emphasis is on daily use of a computer system and appropriate software to provide integrated training through a learn/practice/sustain/assess plan of skill building.

Recommended Pairing: Keyboarding Module 1 – Alpha Keys Module

Computer Skills and Applications (Keyboarding Module 3 – Building Speed and Accuracy)

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|--|------|
| Course Number: | 6207 |
| Recommended Maximum Enrollment: | 26 |
| Recommended Hours of Instruction: | 15 |
| Prerequisite: | None |

Description:

This module is designed to increase keyboarding speed and accuracy when using the touch method. Emphasis is on daily use of a computer system, speed and accuracy skill building techniques and appropriate software to provide integrated training through a learn/practice/sustain/assess plan of skill building.

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Recommended Pairing: Keyboarding Modules 1 & 2

Computer Skills and Applications (Word Processing Basics and Business Correspondence)

Course Number: 6207
Recommended Maximum Enrollment: 26
Recommended Hours of Instruction: 15
Prerequisite: None

Description:

This module is designed to teach the basic skills in word processing as well as document formatting rules for letters, memorandums and emails in the business community. Emphasis is on daily use of a computer system and appropriate software to provide integrated training through a learn/practice/sustain/assess plan of skill building.

Recommended Pairing: Keyboarding Modules 1, 2, 3

Computer Skills and Applications (Word Processing Advanced Business Documents)

Course Number: 6207
Recommended Maximum Enrollment: 26
Recommended Hours of Instruction: 15
Prerequisite: None

Description:

This module is designed to teach the advanced skills in word processing and document formatting for advanced business documents such as: agendas, minutes, research reports and resumes. Emphasis is on daily use of a computer system and appropriate software to provide integrated training through a learn/practice/sustain/assess plan of skill building.

Recommended Pairing: Keyboarding Modules 1, 2, 3 and Word Processing Basics and Business Correspondence

Computer Skills and Applications (Spreadsheet Basics and Formulas)

Course Number: 6207
Recommended Maximum Enrollment: 26
Recommended Hours of Instruction: 15
Prerequisite: None

Description:

This module is designed to teach the basic skills in spreadsheets and utilizing formulas for everyday use in the business community. Emphasis is on daily use of a computer system and appropriate software to provide integrated training through a learn/practice/sustain/assess plan of skill building.

Recommended Pairing: Keyboarding Modules 1, 2, 3

Computer Skills and Applications (Spreadsheet Charts and Advanced Features)

Course Number: 6207
Recommended Maximum Enrollment: 26
Recommended Hours of Instruction: 15
Prerequisite: None

Description:

This module is designed to teach the creation, manipulation of charts, and using advanced features in spreadsheet software. Emphasis is on daily use of a computer system and appropriate software to provide integrated training through a learn/practice/sustain/assess plan of skill building.

Recommended Pairing: Keyboarding Modules 1, 2, 3 and Spreadsheet Basics and Formulas

Computer Skills and Applications (Database Basics)

Course Number: 6207
Recommended Maximum Enrollment: 26
Recommended Hours of Instruction: 15
Prerequisite: None

Description:

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This module is designed to teach the basic skills in database creation, using tables, and the manipulation of information in the form of queries. Emphasis is on daily use of a computer system and appropriate software to provide integrated training through a learn/practice/sustain/assess plan of skill building.

Recommended Pairing: Keyboarding Modules 1, 2, 3

Computer Skills and Applications (Presentation Basics)

Course Number: 6207

Recommended Maximum Enrollment: 26

Recommended Hours of Instruction: 15

Prerequisite: None

Description:

This module is designed to teach the basic skills in multimedia presentations. Emphasis is on daily use of a computer system and appropriate software to provide integrated training through a learn/practice/sustain/assess plan of skill building.

Recommended Pairing: Keyboarding Modules 1, 2, 3

Computer Skills and Applications (Presentations Techniques)

Course Number: 6207

Recommended Maximum Enrollment: 26

Recommended Hours of Instruction: 15

Prerequisite: None

Description:

This module is designed to teach the techniques and skills needed to make a presentation. Communication skills are a key component of this module. Emphasis is on daily use of a computer system and appropriate software to provide integrated training through a learn/practice/sustain/assess plan of skill building.

Recommended Pairing: Keyboarding Modules 1, 2, 3 and Presentation Basics

Computer Skills and Applications (Desktop Publishing Basics)

Course Number: 6207

Recommended Maximum Enrollment: 26

Recommended Hours of Instruction: 15

Prerequisite: None

Description:

This module is designed to teach the basic skills in desktop publishing. Topics may include the production of business cards, brochures, advertisements, and newsletters. Emphasis is on daily use of a computer system and appropriate software to provide integrated training through a learn/practice/sustain/assess plan of skill building.

Recommended Pairing: Keyboarding Modules 1, 2, 3