

## **e2020 Curriculum Briefing Computer Literacy (EL5721)**

### **Course Description**

This one-semester course provides a foundation in the skills and concepts that define computer literacy in the 21st century, such as being able to effectively use technology to research, organize, create, and evaluate information. From digital citizenship to Internet research techniques and document creation, students will practice essential skills through individual and team projects. The course uses Google™ accounts to provide students with free emailing and blogging web applications to cover concepts involving email and personal websites. The course uses OpenOffice.org's free, open-source software programs to provide students with word processing, spreadsheet, and presentation software. Step-by-step instruction introduces students to these software programs and walks them through the software basics. Assignments build on students' familiarity with and increase their awareness of the possible uses for these software programs.

This course is aligned with the Washington State CTE Digital Communication Tools framework and the Texas State TEKS Touch System Data Entry framework.

### **Topics of Study**

- The Internet
- Email
- Word processing
- Formatting documents
- Spreadsheets
- Presentations
- Blogging

# e2020 Curriculum Briefing (continued)

## Computer Literacy (EL5721)

### Course Features

- This introductory level course is intended to increase students' familiarity and comfort level with common office-related software applications, such as word processors, spreadsheets, and email.
- Step-by-step screenshot-based instruction introduces students to the main features of office-based software, while additional assignments allow students to reinforce and apply what they've learned in different contexts.
- Practice pages throughout the course help to reinforce conceptual content as students progress through the course. Feedback ensures that students know if they've answered the questions correctly.
- Interactive exercises provide different ways for students to interact with the course material.
- Research-based assignments guide students through researching specific course-related topics.
- Software-based assignments encourage students to use the software skills they learn throughout the course in different ways.
- Multiple-choice quizzes following each section of the course assess students' conceptual understanding of the course material.

### Grading

Just as with our other e2020 courses, you always have the flexibility to tailor the grade weights for the course according to your own district, school, and student needs.

The default grades for this course are as follows:

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|---------------|-----|
| • Assignments | 20% |
| • Essays      | 0%  |
| • Quizzes     | 20% |
| • Tests       | 10% |
| • Exams       | 0%  |
| • Projects    | 50% |
| • Additional  | 0%  |