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## **PINEWOOD – THE AMERICAN INTERNATIONAL SCHOOL OF THESSALONIKI, GREECE**

**NAME OF COURSE: IT 9**

**GRADE LEVEL: 9**

**SCHOOL YEAR: 2011-2012**

### **COURSE DESCRIPTION**

This course is designed to teach the basic fundamentals of operating a computer. Students will find out how computers work, as well as, define computer terms, and learn about hardware and software. Students will explore basic operating systems, input and output devices, and different types of storage. Throughout the year the IT9 students will be exposed to networks and how they function, the Internet and the Word Wide Web. Using spreadsheets, students will manage data with tables and create a variety of graph types (bar, line, pie, etc), developing advanced formatting techniques, embedded charts, formulas and functions.

### **LEARNING OBJECTIVES**

By the end of this course students will be familiar with:

- Networks
- Exploring Linux Features
- Organizing Files and Folders
- Customizing their Computer
- Using Linux Accessories
- Using LibreOffice suite
- Using a web browser effectively

### **SCOPE AND SEQUENCE \***

#### **QUARTER I**

- ◆ Introduction to Computers
- ◆ The Components of the computer
- ◆ Networks and the Internet
- ◆ Computer software
- ◆ Categories of computers
  - PC's, laptops/notebooks, servers, mainframes, supercomputers
- ◆ Elements of an information system
- ◆ Examples of computer usage
- ◆ Computer Applications in society
- ◆ Application Software
  - System software
  - Business software
  - Graphics and Multimedia software
  - Web applications

## QUARTER II

- ◆ The Internet and the WWW
- ◆ Computer Security and Safety, Ethics and Privacy
  - Evolution of the Internet
  - The WWW
    - Using hyperlinks
    - Web search and WebQuests
  - E-Commerce
  - Other Internet services
  - E-mails, Netiquette, messaging
- ◆ Components of a system Unit
  - Processor
  - Memory
  - Expansion slots
  - Ports and connectors
- ◆ Input and Output devices
- ◆ Storage
- ◆ Operating systems and Utility programs
- ◆ Communications and networks

## QUARTER III

- ◆ LibreOffice Calc
  - Understanding the spreadsheet screen
  - Moving around worksheets
  - Building a simple worksheet
  - Inserting and deleting cells
  - Adding new columns and rows to a spreadsheet
  - Changing the column width and row height
  - Copying and moving cells
  - Understanding and creating simple formulas
  - Editing formulas
  - Relative and absolute references
  - Formatting a spreadsheet: fill color and font color
  - Formatting a cell including: decimal places, currency and percentages
  - Using date and number series
  - Adding, copying, displaying and renaming worksheets
  - Understanding and working with workbooks
  - Improving Efficiency: Using the format painter

## QUARTER IV

- Creating a chart using the chart wizard
- Creating different types of charts
- Formatting your chart including: chart options and colors
- Creating Subtotals to analyze data
  - Advanced formula including financial functions
  - Database functions including Dmax, Dmin and Dsum
  - Create and use data tables
- Use goal seek on simple and more complex calculations

- Creating a data form

*\*Note that the order in scope and sequence is subject to change during the school year.*

### **HOMEWORK POLICY**

Students are expected to turn in all homework assignments on time and by e-mail. Assignments handed in later will not be accepted.

### **ASSESSMENT**

The students' progress is evaluated by the teacher on the following:

- Daily class work, including assignments based on the previous day's lecture. All assignments will be collected and graded.
- Weekly, unannounced quizzes, testing the students' understanding of the previous lecture or class work.
- Class participation, attentiveness of the students during the lectures, effectiveness of the student in answering questions or solving problems, and general classroom behavior.
- Two to three tests per quarter, testing the student's overall knowledge and comprehension of a specific unit.

### **RESOURCES**

Hardware: An IT lab equipped with 17 network computers, a laser printer, scanner and Internet connection

Software: Linux(Operating System)

The World Wide Web

LibreOffice Suite

Printed material: Photocopied handouts from the following sources:

- Discovering Computers 2011, Shelly Cashman Series
- LibreOffice documentation
- Various online sources and tutorials

### **ACADEMIC HONESTY**

Academic honesty is fundamental to the integrity and operation of our school. Acts of academic dishonesty, including plagiarism (the act of presenting others' words and ideas as one's own without crediting the source), stealing in quizzes and tests, copying work from other students or allowing their own work to be copied, or using notes during a test, are considered serious offenses. The consequences of academic dishonesty will be a zero grade on the specific test/assignment, and additional disciplinary action. The said student will be ineligible or removed from the National Honor Society.