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

**NAME OF COURSE: IT 7**

**GRADE LEVEL: 7**

**SCHOOL YEAR: 2011-2012**

### **COURSE DESCRIPTION**

This is an introductory course on Information and Communication Technologies. Topics include ICT terminologies, hardware and software components, the internet and World Wide Web, and ICT based applications. LibreOffice Writer is a proven and powerful word processing application. This course will provide students with the basic concepts required to produce documents with the use of LibreOffice Writer.

### **LEARNING OBJECTIVES**

After taking this course, the student should be able to

- Identify the components of a computer, recognize networks, work safely on the internet, and work on word processing software in order to produce complete and effective documents.

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

#### **QUARTER I ~**

- ◆ Introduction to Computers
- ◆ The Components of the computer
- ◆ Networks and the Internet
- ◆ The Writer Interface
  - Status Bar
  - Changing document views
  - Moving Quickly through a document
  - Saving as a Microsoft Word file
  - Write and use your won blog
- ◆ Computer software
- ◆ Working with text
  - Selecting vertical text, non-consecutive blocks of text
  - Cut, Copy, Paste
  - Finding and replacing text
  - Setting Tab stops and indents
  - Checking spelling and grammar
    - Using AutoCorrect, Word Completion and AutoText
- ◆ Categories of computers
  - PC's, laptops/notebooks, servers, mainframes, supercomputers

- ◆ Elements of an information system
- ◆ Examples of computer usage
- ◆ Computer Applications in society
- ◆ Formatting text
  - Using styles
  - Paragraph formatting
  - Character formatting
  - Bullets and numbering
- ◆ Formatting Pages
  - Creating Headers and Footers
  - Numbering Pages
  - Changing page margins

## **QUARTER II ~**

- ◆ The Internet and the WWW
  - Writing and using Blogs
- ◆ 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
- ◆ Creating a table of contents
- ◆ Creating Indexes and Bibliographies
  - Setting tabs and tab leaders
- ◆ Working with Graphics
- ◆ Components of a system Unit

*\*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)

LibreOffice Suite

The World Wide Web

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 offences. 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.