

# Computer Technology – Computer Literacy Course Syllabus

**Instructor:** Ms. Eisenzimmer

**Textbook:** Technology Applications – Level II

**Purpose:**

This course is designed as a survey course to learn more about keyboarding, how computers work and their applications.

*Course Outline:*

**Unit One** – Understanding Computer Systems

- Components
- Input/Output
- Data Storage
- System Software

**Unit Two** – Keyboarding

- Home Row Keys
- Book Lessons
- Mavis Beacon Software

**Unit Three** – Application Software

- Word processing
- Spreadsheets
- Databases

**Unit Four** – Graphics and Multimedia

- Graphics
- Presentation Programs
- Multimedia

**Final Project** – Final Exam Portfolio

All units will include class assignments and an exam and/or a project. The final project will utilize all skills learned and will count as the final exam for the course.

*Grading and Other Policies*

Grades are determined at the end of each six weeks and are based on a percentage of the total points assigned during the grading period. Your assignments will be checked for completeness; only complete and correct assignments receive full credit. Work that is copied will receive NO credit.

The grading scale is as follows:

- 90% and up - A
- 80% to 89% - B
- 70% to 79% - C
- 60% to 69% - D

Contact Ms. Eisenzimmer via email at [eisenzlj@milwaukee.k12.wi.us](mailto:eisenzlj@milwaukee.k12.wi.us) or by phone at 906-5036