

Ulster Computers – Family PC Education Curriculum

Course 1 (Level 1) Computer Literacy

The Student will be able to:

- CL – 1 identify the parts of a computer.
- CL – 2 start and restart a computer.
- CL – 3 properly shutdown a computer.
- CL – 4 explain the basics of how a disk works.
- CL – 5 insert a disk.
- CL – 6 eject a disk.
- CL – 7 identify the mouse and explain how it works.
- CL – 8 move the mouse and point to a desired location.
- CL – 9 point and click using a mouse.
- CL – 10 click and drag using the mouse.
- CL – 11 point and double-click using the mouse.
- CL – 12 select and deselect an icon using the mouse.
- CL – 13 start a program using the mouse.
- CL – 14 locate the menu bar and pull down each menu.
- CL – 15 choose from the menu bar using the mouse.
- CL – 16 quit a program using the mouse.
- CL – 17 open a window using the mouse.
- CL – 18 close a window using the mouse.
- CL – 19 open a file using the mouse.
- CL – 20 close a file using the mouse.
- CL – 21 use basic keyboard shortcuts.
- CL – 22 identify the active and non-active options in a menu.
- CL – 23 save a file using the mouse.
- CL – 24 locate a submenu using the mouse.
- CL – 25 start a desk accessory.
- CL – 26 use a desk accessory.
- CL – 27 close a desk accessory.
- CL – 28 move a window using the mouse.
- CL – 29 resize a window using the mouse.
- CL – 30 change the view of a window using the mouse.
- CL – 31 change the name of a file.
- CL – 32 choose files to delete and delete them.
- CL – 33 create a folder.
- CL – 34 move files to a folder.
- CL – 35 delete a folder.
- CL – 36 copy file to another disk.
- CL – 38 back up files.
- CL – 39 print a document.
- CL – 40 explain how a hard drive works.

Ulster Computers – Family PC Education Curriculum

Course 2 (Level 2)

Word Processing (MS Word)

(prerequisite – Course 1 or demonstrated competency)

The student will be able to:

WP– 1 access and open a word processing program.

WP– 2 enter text.

WP– 3 delete text using the delete key or backspace key.

WP– 4 use the space bar.

WP– 5 change the text size.

WP– 6 open a word processing file.

WP– 7 understand the concept of the insertion point and the cursor.

WP– 8 use special keys such as shift, punctuation, and return/enter.

WP– 9 save and retrieve word processing files.

WP– 10 highlight text.

WP– 11 format the text of a document by changing text size, font, and style.

WP– 12 understand the concept of text/word wrap.

WP– 13 cut, copy, and paste text.

WP– 14 use the spell checker.

WP– 15 manipulate the layout of a document, using margins, justification, and line spacing.

WP– 16 create indents and overhanging indents.

WP– 17 use page breaks.

WP– 18 move or copy text between two or more word processing documents.

WP– 19 import, position, and manipulate relevant graphics into a word processing document.

WP– 20 use the SAVE AS feature to create copies or new versions of documents.

WP– 21 use the find/replace command.

WP– 22 insert, position, and remove tabs.

WP– 23 use the thesaurus.

WP– 24 insert and customize footers and headers.

WP– 25 enter and modify page numbers.

Advanced

WP – 26 change print options, such as page layout, paper size, stock, etc.

Ulster Computers – Computer Literacy Curriculum

Course 3 (Level 3)

Internet and E-mail

(prerequisite – Courses 1 and 2 or demonstrated competency)

The student will be able to:

- IT – 1 open an email program.
- IT – 2 retrieve and read an email message.
- IT – 3 reply to an email message.
- IT – 4 delete an email message.
- IT – 5 compose, address, and send an email message.
- IT – 6 copy and paste information into an email message.
- IT – 7 validate an e-mail for potential fraud.
- IT – 7a open a web browser.
- IT – 8 enter a Uniform Resource Locator (URL).
- IT – 9 use hyperlinks.
- IT – 10 use the tool bar in a web browser.
- IT – 11 forward or redirect an email message.
- IT – 12 use a variety of ways to get to a web site.
- IT – 13 save sites using a bookmark, hot-list, or favorite.
- IT – 14 use search engines.
- IT – 15 attach a document to an email message.
- IT – 16 create and use a signature file.
- IT – 17 use the forward and back buttons in the web browser.
- IT – 18 proper Google search techniques.
- IT – 18a setting parental filters on web browsers.
- IT – 19 understand what HTML is.
- IT – 20 understand what Flash is.
- IT – 21 view the HTML coding behind a web page.
- IT – 22 FUN STUFF – cool websites for learning, research and news.

Ulster Computers – Computer Literacy Curriculum

Course 4 (Level 4)

Spreadsheet Application (MS Excel)

(prerequisite – Courses 1, 2, 3 or demonstrated competency)

The student will be able to:

- SA – 1 recognize the parts of a spreadsheet.
- SA – 2 understand the purpose of a spreadsheet.
- SA – 3 open a spreadsheet program.
- SA – 4 recognize new menus within the spreadsheet environment.
- SA – 5 move to a specific cell on a spreadsheet.
- SA – 6 enter text or numbers into a spreadsheet.
- SA – 7 save and retrieve spreadsheet files.
- SA – 8 select a cell or block of cells.
- SA – 9 change the order of information within a column by sorting.
- SA – 10 insert or delete cells.
- SA – 11 format a cell or block of cells.
- SA – 12 display or remove the grid.
- SA – 13 display or remove the column and row headings.
- SA – 14 change column widths.
- SA – 15 add a header or footer.
- SA – 16 build a formula into a cell.
- SA – 17 copy and paste values and formulas to selected cells.
- SA – 18 protect cells from changes.
- SA – 19 analyze the effects of changes made to the spreadsheet.
- SA – 20 use the data within a spreadsheet to create charts and graphs.
- SA – 21 design a spreadsheet.
- SA – 22 determine what data items to use when designing a spreadsheet.
- SA – 23 test the data items in the spreadsheet.

Advanced

- SA – 24 understand filters.
- SA – 25 understand pivot tables.

Ulster Computers – Computer Literacy Curriculum

Alternative Advanced Software Studies

- Corel Draw
- Adobe Photoshop
- Microsoft
 - o One Note
 - o Publisher
 - o Power Point
 - o Frontpage
- Quickbooks
- Dreamweaver
- Student Suggested Software