

Computer Basics

Sunrise Edition

Grade 9+

1/2 Credit

Gives students a foundation for learning computer applications. A computer is not needed for the course, though having one available would be very beneficial to the student. This course provides a basic history of computers and describes how computers work. It also deals with computer software including word processing, databases, spreadsheets, desktop publishing, and more. There is information on computers in the workplace and choosing a computer and software.

LightUnit 1	LightUnit 2	LightUnit 3	LightUnit 4	LightUnit 5
Introduction to the Computer Age Computer Background What Is a Computer? Advantages and Limitations of a Computer Parts of a Computer Storage Devices Development of Computers Basic Beginnings Since the 1930's Computers and People How Computers Affect Everyday Life How Computers Affect Home and Farm How Computers Affect Communities and Government How Computers Affect Education How Computers Affect Business, Industry, and Travel How Computers Affect Travel and Health Care	Software for Hardware Binary Number Basics Base Ten and Base Two Converting From Base Ten to Base Two How Computers Use Binary for Input, Output, and Storage How Software Works Programming History Syntax Software Diversity Producing Software Variable and Constants Arithmetic and Relational Operators Logical Operators Programming Structures Modules and Documentation Debugging and Upgrades	Using Computer Software (Part I) Introduction Which Software? Using Windows Word Processing Software Why Use Word Processing Software? Editing Formatting Mail Merge Spreadsheet Software Why Use Spreadsheet Software? Entering, Editing, and Formatting Data Formulas Functions A Spreadsheet Example: Graphs Using a Spreadsheet as a Database	Using Computer Software (Part II) Database Software Why Use It? Structure Adding and Editing Records Sorts, Queries, and Reports Other Software Accounting Software Desktop Publishing Software Internet and E-mail Software Presentation and Voice Recognition Software File Management Software Networks and Peripherals Networks Printers and Scanners Modems and Faxes	Computers and the Workplace Work and the Computer Medical Use of the Computer Business Use of the Computer Industrial Use of the Computer Computer Jobs Safety, Security, and Ethics Software Needs Hardware Needs Getting Information Reviewing This Course — LightUnits 1-4