



Enseignement secondaire		
Classes internationales		
	Régime anglophone	
Informatique		
Programme		
7IEC		
1 lesson per week with entire class throughout the school year 1 lesson per week with ½ of class every 2 weeks 1 lesson per week with entire class for 1 semester		
Langue véhiculaire: anglais		
Nombre minimal de devoirs par trimestre: 2		

Course

Introduction to computer essentials.

Course Goals

Begin the process of becoming technology literate: "the ability of an individual, working independently and with others, to responsibly, appropriately and effectively use technology tools to access, manage, integrate, evaluate, create and communicate information".

Major Topics

By the end of the class year, through hands-on lab work and class lecture, the student will have gained basic keyboarding and computer application skills: word processing, spreadsheets, presentations, internet research and graphics.

Software:

- Office365 : oneDrive, Outlook, Word, Excel, PowerPoint
- Image and video editing tools from the Adobe Creative Suite



Skills Taught:

- Brief look at the history of computer science
- The PC : Overview of the components
- Windows OS - How to manage files, directories and subdirectories; save properly; find files.
- Word Processing (Microsoft Word) – Research/Term paper preparation: (page numbers, title page, headers and footers, table of contents, use of spell-check and thesaurus); Proper Business correspondence elements—their placement, margins, etc.; and Creating a two-column newsletter including multiple fonts, clipart, WordArt, bullets, borders and shading.
- Visual Presentations Software (Microsoft PowerPoint) – develop multimedia presentation to include bullets, clipart, transitions, creative animations, and Action Buttons. Effective presentation techniques will also be emphasized.
- Spreadsheets (Microsoft Excel) – creating a spreadsheet, entering data, use of formulas, functions, and graphing.
- Image and video editing tools (Adobe Creative Suite) – create a webpage, image or animated video.

Lesson overview:

weeks	Term 1
1	History + Components of the PC
2 – 3	IAM + WebUntis + Keyboard
4 – 6	Windows OS
7 – 8	Office365 : oneDrive, Outlook
9 – 12	Office365 : Powerpoint

Weeks	Term 2
1 – 8	Office365 : Word
9 – 12	Office365 : Excel

Weeks	Term 3
1 – 4	Office365 : Excel
5 – 12	Adobe Creative Suite