



## **The Classroom Computer™: Computer Literacy for Students**

At the end of each module, students are sent off on an "Investigation" where they must use their new skills in the creation of a product of their own. The multi-disciplinary Investigations direct students to plan a trip to a distant location of their choice. Each of the eight modules and their Investigations builds upon the skills (and the story) introduced in the previous module. Rubrics are provided for each Investigation to guide student work and to provide teachers an easy to use assessment tool.

**The Classroom Computer™** employs an innovative storyline about a classroom teacher named "Miss Sage" who has mysteriously disappeared. As the course opens, we see her classroom, but she and her students are nowhere to be found. Via the intercom speaker on the wall, the Headmaster of the school enlists the learner's help to look for clues around the classroom that might help explain where Miss Sage and her students have gone. The Headmaster suggests that the search should begin with the computer found disassembled on the back table of the classroom. As learners progress through this web-based training course in search of clues to Miss Sage's whereabouts, they are instructed by Miss Sage's computer. The interactive simulations and a fun storyline keep them interested and provide a framework in which basic technology skills can be learned and practiced. Each module ends with an "Investigation" which challenges the learners to demonstrate their new skills via multidisciplinary Investigations (assignments) which require them to produce documents. Each Investigation is complete with a rubric that guides the learners' creations as well as provides an assessment tool for teachers so they can be graded.

### **Miss Sage's Computer guides students step-by-step through eight multimedia modules: Computer Hardware**

This lesson covers the functions of basic computer hardware components, including the CPU, the motherboard, the hard disk drive, RAM, removable memory, DVD, CDROM, modems, and networking.

### **Computer Software**

Here, students will learn to identify different types of software and the basic functions of the Microsoft® Windows Operating System including creating, naming, and moving folders, cutting, copying, and moving files and folders to facilitate organization, and performing a search for files or folders.

### **The Internet**

Students will be able to define the Internet and the World Wide Web as they discover a brief history of both. They will also learn how to do a Boolean search to identify relevant, high-quality information sources on the Internet that are credible, accurate, and appropriate for classroom use. They will also explore some potential problems associated with Internet use.

### **Microsoft® Word**

Students will be able to utilize Microsoft® Word to design a document. After completing this module, they should be able to:

- Use the File menu or Standard toolbar buttons to employ the New, Save, Close, Open, Save As a Template commands
- Use the Page Setup in the File menu to format pages and margins
- Use the Edit menu or Standard toolbar buttons to employ the Undo, Redo, Copy, Cut, and Paste commands
- Use the View menu to open Toolbars and format Headers and Footers
- Use the Insert menu or Standard toolbar to Insert a picture
- Use the Format menu or Standard toolbar buttons to Bold, Italicize, Underline, and Align fonts
- Use the Format menu or Standard toolbar buttons to create and edit bulleted and numbered lists
- Use the Tools menu to Track Changes and check Spelling and Grammar
- Use the Tables menu to create and edit tables
- Use the Windows menu to work with multiple documents
- Use the Help menu to utilize the Microsoft® Office Assistant

### **Microsoft® Excel**

Students will be able to utilize Microsoft® Excel to design a spreadsheet and make a chart to represent the numbers graphically. After completing this module, they should be able to:

- Create a new spreadsheet
- Identify cell designations
- Insert values in cells
- Sum values of three or more cells
- Insert rows and columns
- Copy and paste data and formulas from one cell to another
- Use basic formulas and functions in cells
- Transform data into charts and graphs
- Adjust print settings

### **Microsoft® PowerPoint**

Students will be able to utilize Microsoft® PowerPoint to design a spreadsheet and make a chart to represent the numbers graphically. After completing this module, they should be able to:

- Create a new Microsoft® PowerPoint presentation file
- Select a slide design template
- Choose a slide layout
- Edit the master slide
- Add text to a slide
- Insert a new or duplicate slide
- Identify various drawing tools
- Add a picture to a slide
- Change the transition between slides
- View a slide presentation
- Print handouts for a presentation

## Web Publishing

Students will learn to publish web pages using the web publishing tools common to the applications in Microsoft® Office. After completing this module, they should be able to:

- Identify the characteristics and functions of 10 basic HTML tags
- Generate web pages using built in functions of Microsoft® Office
- Create an HTML file with a link
- Create an HTML file with an anchor/bookmark

## Microsoft® Web Outlook

Students will learn to send, receive and manage email messages using Microsoft® Web Outlook. After completing this module, they should be able to:

- Compose, send, read, and reply to an email
- Attach a document and insert an item
- Set up, receive, and read receipts
- Turn "out of office assistant" on and off
- Set up a personal distribution list
- Create folders to organize email
- Delete email and empty deleted items
- Copy and/or move email to another folder
- Post messages to public folder

## Tech Specs

The course is built entirely in Macromedia® Flash (v7) and is therefore viewable via a Web browser (IE v 5.5 or better). It can be viewed via the Internet using 100KB (cable) modem or better. One can complete the online courseware without having the Microsoft® Office products installed on the computer, however those applications are needed to complete the offline "Investigations" which serve as authentic assessment tools. It takes approximately 20 hours to complete the courseware and the Investigations.

## FEATURES

(We tried to think of everything to help students *learn!*)

### The Classroom Computer™ offers:

- Multimodal instruction with both audio and optional text on the screen
- The ability to print all narratives scripts so students can follow along and take notes if they want
- Navigation features that let them jump to any lesson within any module at any time
- User controls that pause, rewind, and fast-forward so students can take the course at their own pace
- Fun graphics and a simple storyline so students can learn the new skills in a non-threatening way...regardless of their age
- On screen cues so students always know what to do next in the simulated applications
- "System Checks" that let students test their new knowledge with a "help" button that tells them how to proceed if they get stuck
- "Investigations" at the end of each module that are authentic assessments with rubrics so students can gauge their own learning and you have an easy tool to grade them
- Easy *one time* registration for the online course--Simply click the "Save Login and Password" and bookmark the page, and students will not need to login again!

## Purchasing Information

### **The Classroom Computer™: Computer Literacy for Students**

12 Month License

Per WORKSTATION (with unlimited users)

1-50 .....	\$25.00 ea
51-99 .....	\$20.00 ea
100-199 .....	\$17.00 ea
200-299 .....	\$15.00 ea
300-999 .....	\$12.00 ea

For more information or to place an order, please contact Kelly Pounds.