

SUBJECT:

COMPUTER LITERACY

OBJECTIVE(S)

For candidates to obtain the knowledge and understanding of computer applications, languages and operating systems.

PREREQUISITES

None.

INSTRUCTORS/EVALUATORS

- Teachers responsible for computer education
- Computer technologists

REFERENCES AND MATERIALS

- Internet sites
- Operating manuals
- How-to books
- Instructional CD ROMS, cassettes, and videos
- Trade publications/magazines

CONTENT

1. Give a short history of the development of computer applications.
2. Explain what a program is and how it is developed.
3. Provide three examples of programming languages and what types of programming they are used for.
4. Describe a source program and an object program.
5. Do *three* of the following:
 - use a database manager to create a division roster, providing the name, address, and telephone number of each Cadet;
 - use a spreadsheet program to develop a weekend camp food budget for your division;
 - use a wordprocessor to write a letter to parents of your division's Cadets, inviting them to a divisional meeting or special event;
 - use a mail merge feature to make a personalized copy of the letter for each family;
 - use a computer graphics program to design and draw a campsite plan for your division.

6. Do *two* of the following:
 - visit a business or industry that uses computers. Study what the computer software accomplishes and be prepared to discuss what you observed;
 - use a computer attached to a local area network or equipped with a modem to connect to a computer network or bulletin service such as Prodigy, Compuserve, or others. Send a message to someone on the network or download a program or file from the network;
 - use a general-purpose programming language to write a program application of your choice, subject to approval by your Instructor/Evaluator.

 7. Identify five jobs in the computer software field and discuss briefly what each one does.

 8. Is it permissible to accept a free copy of a computer game or program from a friend? Why or why not?

 9. Describe several ways in which you and your family could use a personal computer other than for games and recreation.

 10. Define *15* of the following terminology:
 - ASCII (American Standard Code for Information Interchange)
 - BASIC (Beginner's All-Purpose Symbolic Instruction Code)
 - BBS (Bulletin Board Service)
 - CAD (Computer-Aided Design)
 - Communications Program
 - Cursor
 - Database
 - Desktop Publishing
 - DOS (Disk Operating System)
 - Download
 - E-mail (electronic mail)
 - GUI (Graphical User Interface)
 - HTML (hyper text mark-up language)
 - Icon
 - Ink-jet printer
 - Network
 - Newsgroup
 - On line
 - Operating system
 - Plotter
 - Programming languages
 - QWERTY
 - Resolution
 - Scanner
 - Shareware
 - Software piracy
 - Sound card
 - Spreadsheet Program
 - Text-based operating system
 - True colour
 - Upload
 - WWW (World Wide Web)
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Practical

11. Explain and demonstrate *three* of the following:

- The use of a word processor.
- Creative use of an art or design package.
- Using software to solve a problem.
- Designing a program to help teach any aspect of First Aid training or Family Health Care.
- A simple game using graphics.
- A flow chart for a 10-line program.
- Database manager.
- Terminal Software with modem.
- Spreadsheet.
- Accounting software.
- Graphic tablet.

Written Test

12. Choose *one* of the following “projects” and submit it to the Instructor/Evaluator for assessment:

- Development of the use of computers by St. John Ambulance.
- A futuristic view of the use of computer software in our society.
- The application of computers in one of the public services, e.g., fire, police, ambulance, hospital.
- Other approved topic by the Instructor/Evaluator.

DURATION

No set time.

CERTIFICATION

The Instructor/Evaluator must be satisfied that the candidate has acquired an appropriate level of knowledge and skill.

CERTIFICATION OF SUCCESSFUL COMPLETION OF PROFICIENCY SUBJECT

COMPUTER LITERACY

Instructors/Evaluators should carefully consider the age, ability and accessibility to resource materials of each candidate.

The candidate has completed the above content and meets the requirements to the satisfaction of the Instructor/Evaluator.

Name of Instructor/Evaluator: _____

Agency: _____

Address: _____ Tel #: _____

Instructor qualifications: _____

I certify that

_____ of _____
(candidate's name) (Division #)

meets the criteria of this proficiency subject, as laid out on the previous page(s).

Instructor/Evaluator (signature) Date

Divisional Superintendent (signature) Date