

Computer Applications (10-assignment)



This is an integrated instructional module designed specifically to operate within a Modular Program environment. It is ideal for use with our Scantek Technology or IT2020 Information Technology programs. The module includes a 10-assignment exploratory curriculum that is split into two parts. Each part includes a pre-test and post test. The module includes hardware, software and curriculum materials sufficient to provide a complete learning experience.

The curriculum incorporates continuous assessment through questions. When used in conjunction with a ClassAct networked management system, this provides instant feedback of student performance. The assessments begin with a comprehensive pre-test. This quiz includes questions for each subsequent assignment, together with questions that will specifically test math and reading ability.

Every assignment starts with a series of questions designed to track inventory. These ensure that any missing items are located before they are needed.

Each assignment is divided into a series of tasks. Hands-on tasks form the core of the student work. Where appropriate, these are accompanied by research tasks based upon illustrated textbooks and software applications. Assessment questions are incorporated into each task.

Typical 10-assignment topic areas include:

- Main computer components
- Creating and storing text documents
- Input devices
- Output devices
- Display systems
- Programming
- Hardware
- Computer networking
- Computer control systems
- Multimedia

Typical 10-assignment activities include:

- Identify the main parts of a computer system.
- Create a text document and store it on a floppy disk.
- Investigate various techniques for entering information into a computer.
- Investigate various techniques for extracting information from a computer.
- Investigate the workings of the computer display system.
- Construct a computer program and a word-processed document.
- Identify the components inside a computer system.
- Identify the various ways that computers can communicate with each other.
- Investigate various techniques for controlling hardware using a computer.
- Extract multimedia information using a computer-based encyclopedia.

Each assignment is designed around a list of performance objectives. These lists include academic, technical, and occupational objectives. The assignments are written in such a way as to enable a student to attain the performance objectives, with the assessment questions linked to these in order to provide a measure of true competency.

The performance objectives are used by the ClassAct management system to generate a comprehensive portfolio of student competency reports. Default reports supplied with this module include:

- Entry report
- Technical/Occupational Exit report
- Basic Skills report based upon the federal SCAN's report.

The items supplied with this instructional module include:

- 10-assignment On-Screen Student Assignment Guide CD
- 10-assignment Student Assignment Guide
- 10-assignment Student Workbook
- 10-assignment Instructor's Guide
- Computer Aided Instruction software
- Book: 'Computer Dictionary'
- Book: 'How Computers Work'
- Microsoft Encarta Encyclopedia Software
- Encarta Reference Sheet
- Computer Applications kit
- Computer Applications module
- Power Supply
- Accessory kit

Additional items required:

- Computer
- Access to a printer
- 1.44MB formatted High Density floppy disk (pack of 10)

Module Facts

For Technology Program, order as: ST220/10 Computer Applications

For IT Program, order as: PSD2E Computer Applications

	No.	Average time
Assignments	10	45 minutes
Extension Activities	2	45 minutes
Total		9 hours



LJ Technical Systems
 Web site: www.ljgroup.com