

# GOAL STATEMENT

## **Computer Literacy**

Thomas Jefferson High School

This introductory course is only for the student who did not successfully complete our middle school computer program or the student who is new to our district and did not have an equivalent course. Basic computer skills such as word processing, spreadsheet and database are introduced with an emphasis on proper keyboarding techniques. ***This course fulfills the computer requirement for graduation.***

During this course the student will:

1. Be able to touch-type with a minimum of 15 words per minute with 70% accuracy.
2. Learn basic word processing skills.
3. Learn basic spreadsheet skills.
4. Learn basic database skills.
5. Utilize computer terminology appropriately.