

This computer literacy unit is organized according to the utilization-related pattern based on procedures. This sequencing pattern is used because computer literacy is process-based and is an area that relates to the real world in this ever-changing technological society. The unit intended learning outcomes are divided into three categories. These categories are word processing using Microsoft Word, spreadsheets using Microsoft Excel, and presentations using Microsoft PowerPoint. Throughout the school year the sub-unit outcomes from each category will be introduced and objectives will match Bloom's Taxonomy for the cognitive domain.

The first sub-unit, word processing, is a great starting point for students because they will use word processing in both of the other sub-units to follow. It will continue to be reinforced throughout the trimester and the school year. This sub-unit uses text, images, tools and menus to construct a document within the program and judge its usefulness.

The second sub-unit, spreadsheets, is new concept still using similar tools and menus with the implementation of data. This sub-unit is essential in using formulas to analyze data using labels, and values.

The third sub-unit, creating presentations, has outcomes that allow students to take what they are learning and develop effective ways of presenting the information. This sub-unit builds upon the tools and menus that have already been taught in word processing and continues to reinforce specific tools along with complex animations and transition timings. These sub-units are important for students to learn not only to serve as tools to lead them into our digital society, but also to build a foundation for what students will be required to know in high school and college.