

Computer Technology 1

Disclosure Document

Springville High School



Instructor Name Mrs. Carey S. White
Room I-217, Business Dept.
Phone (801) 489-2870
E-mail carey.white@nebo.edu

*"Dedicated to excellence, united in service,
educated for success."*

COURSE DESCRIPTION

This course is an introduction to computer application software that encompasses document processing, spreadsheets, and presentations. An understanding of ethics and use of operating systems, information resources, and electronic mail is included. Skills will be demonstrated by creating a project for a different content area.

COURSE PREREQUISITES

Basic keyboarding skills.

COURSE OBJECTIVES & LEARNING OUTCOMES

1. Enhance keyboarding skills
2. Demonstrate knowledge of computer concepts and terminology, components of a computer system, site licenses, copyright laws, fair-use guidelines, ethical obligations, etc.
3. Demonstrate and use current computer operating systems and file management.
4. Demonstrate, use, and search the Internet effectively.
5. Properly use e-mail functions; recognize security, privacy, and ethical issues.
6. Demonstrate a basic understanding of current word processing software.
7. Create and manipulate data in a spreadsheet.
8. Create electronic presentations.

Upon successful completion, students should have the following attitude(s)/trait(s):

1. Awareness of common hardware and software terminology.
2. Respect for ethics with the use of software and in business situations.
3. Commitment to accurate and attractive document production.

SOFTWARE

Microsoft Office Suite (Word, Excel, PowerPoint), Windows 7 Operating System

COURSE TOPICS

Enhance correct keyboarding technique to improve speed and accuracy:

Eyes on copy or screen and not on keys, fingers curved and on home row, correct fingers used for keystrokes, key with smooth rhythm and quiet hands, forearms parallel to slant of keyboard; wrists low but not resting on any surface, proper sitting posture: body centered, feet provide balance, elbows at sides, etc.

Computer Hardware, Software, Operating Systems, File Management:

Computer proficiency, input/output devices, storage devices. Explore how to purchase a computer, software issues--ethical, legal, and security software. Manipulate the operating system interface--taskbar properties; multiple program windows, check available hard drive space, create shortcuts and folders, file maintenance, recycle bin, etc.

E-mail:

E-mail netiquette; e-mail security and privacy issues; interface; send, receive, reply to, forward, and print messages; properties sending and checking status, create and use address book and groups; e-mail attachments.

Internet:

Web browser interface and navigation; Internet addresses (URL); domain structure and extensions; acceptable use policies; subscribing to mailing lists; favorites (bookmarks); home

pages; hypertext/link (HTML); save and print web pages; download images from the Internet; Search engines; returning to default home page.

Word Processing:

Create, print, edit and save documents; spell check; character formats (font, bold, etc.); Paragraph formats (alignment, spacing); Types of indent; borders and shading; tabs; Vertical alignment; newspaper columns; Cut, copy, paste (in same and different windows); Insert document into another; Page setup options, margins and orientation; headers and footers; Page numbers; Graphics: insert images, size, wrap; tables: create, format, structure; Bulleted-lists, tables, sound effects.

Spreadsheets:

Create, retrieve, modify, format, save, and print a spreadsheet; Copy, move, insert, and delete data; Insert and delete columns and rows; Calculate with formulas (+, -, *, /) and simple functions (sum, average, min, max); Sort data; Create, save, retrieve, print, and interpret a chart (graph).

PowerPoint:

Utilize a variety of slide layouts, transitions, and automatic timings; Insert graphics and text; Proofread and correct all language mechanics errors (grammar, spelling, punctuation, and word usage) in the presentation.

GRADES

Your grade will be based upon to following:

Grade scale and breakdown:

- 15%-Keyboarding Speed/Reinforcement
- 40%-In-class Assignments
- 25%-Exams & Quizzes
- 20%-Attendance

A = 94%	C = 74-76%
A- = 90-93%	C- = 70-73%
B+= 87-89%	D+= 67-69%
B = 84-86%	D = 64-66%
B- = 80-83%	D- = 60-63%
C+= 77-79%	F = 0-59%

CLASS EXPECTATIONS:

STUDENTS ARE EXPECTED TO FOLLOW THE COMPUTER USE AGREEMENT FULLY. VIOLATIONS WILL RESULT IN STUDENT WARNINGS, PARENT INVOLVEMENT, AND/OR ADMINISTRATOR ACTION.

NO ELECTRONIC DEVICES ALLOWED!

CELL PHONES, I-PODS, MP3 PLAYERS, HEADPHONES, ETC. WILL BE CONFISCATED. STUDENTS/PARENTS MUST RETRIEVE FROM ADMINISTRATION.

INSUBORDINATION WILL NOT TOLERATED. STUDENTS WILL BE ASKED TO FOLLOW SCHOOL AND CLASSROOM RULES. STUDENT WHO REFUSE TO FOLLOW RULES WILL BE REFERRED TO THE ADMINISTRATION AND REMOVED FROM SCHOOL FOR THE REMIANDER OF THE DAY.

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We, the undersigned, have read and understand the terms of this Computer Technology course disclosure document.

STUDENT NAME (PRINT PLEASE) _____

STUDENT SIGNATURE _____

PARENT SIGNATURE _____
