Introduction to Computer Technology

Instructor: Ms. Shew

Location: High School Computer Lab Room 105

Phone: (715) 877-2809 Ext. 1113

E-mail: debshew@fallcreek.k12.wi.us

Web site: www.fallcreek.k12.wi.us/faculty/debshew

Required for all 7th graders

9 weeks/One-Quarter Exploratory Class

COURSE DESCRIPTION

This is an introduction to computer technology class that is required for all students in the 7th grade; the students will explore computer components including hardware and software; various storage devices; printers and their components; and file management techniques (creating folders, saving files, etc.). Students will demonstrate mastery of touch keyboarding using correct keying techniques including correct posture and finger placement. The student will explore Microsoft Publisher while designing a brochure and a business card on career exploration utilizing the WISCareers web site. The student will develop, design, and present using Microsoft PowerPoint while incorporating a variety of topics including computers, technology, Internet safety and security, computer companies, history of computers, new technologies in electronics, etc. The student will compose word processing documents using Microsoft Word and get in-depth into some Word Applications such as, formatting, tables, tabs, borders and shading, sorting data, bullets and numbers, clip art and graphics, and a lot more.

GRADING	GRADING SCALE	
1. Participation, attitude, behavior	A	90-100%
2. Microsoft Word Unit	B	80-89%
3. Microsoft PowerPoint Unit	C	70-79%
4. Microsoft Publisher Unit	D	60-69%
5. Computer Components Unit	F	59% and below

WHAT YOU WILL NEED FOR THIS CLASS DAILY

Pen or Pencil   Trapper   Agenda   PASSWORD