

10th Grade Computer, 2009-20010

Computer Concepts / MS Office Suite

Instructor: Pastor Miller

Objectives:

Key Concepts:

Identify how technology affects our everyday lives (with emphasis on Christian stewardship and appropriate implications).

Operate technology ethically and safely.

Identify types of computers/hardware, input and output devices, memory, storage devices and networks.

Understand how computers and networks work.

Application Skills:

Practice proper ergonomics as well as keyboarding skills.

Use proper file management techniques.

Use Windows and Office Help to perform different types of searches.

Access the Internet safely for communication and research.

Search the Internet effectively, and evaluate Web sites for reliability.

Use word processing software (Word) to create different types of documents, such as business letters, flyers, newsletters, and research papers

Use spreadsheets (Excel) to input, compare, evaluate data using formulas, functions, sorts, filters, charts.

Use presentation software (PowerPoint) to create and deliver clear, effective presentations through the use of design templates, slide masters, charts, graphics, sound, transitions, and animation.

Create simple Web pages from existing Word and PowerPoint documents.

Integrate the applications and concepts learned in the course to create documents using several Office applications at once.

Texts/Resources:

Haag, Stephen E. *Computer Concepts in Action*. California: McGraw Hill, Glencoe, 2006.

McPherson. *Learning Microsoft Office 2003*. New Jersey: Prentice Hall, Pearson, 2004.

Beacon. *Mavis Beacon Teaches Typing Tutorial*.

Expectations:

Attend class and be on time

Participate in class and complete assignments. There will be opportunities to interact and help other students but remember each student is responsible for completing their own assignments.

Respect for others is always expected, including others files and completed work.

Use the network and internet ethically and responsibly.

Grading System:

Class work, OLC projects/quizzes: 50% of grade

Mavis Beacon: 10% of grade

Unit Tests: 20% of grade (e-reviews)

Unit Projects: 20% of grade

Bonus work (**worksheets, Enrichment Activities**): 10% added to grade