

Oswego High School

COURSE TITLE: COMPUTER TECHNOLOGY

COURSE DESCRIPTION:

This course meets the requirements set by the Kansas Board of Regents for admission/scholarship to Kansas Regents Colleges. It will cover the following four areas of knowledge: (1) operating systems and hardware, (2) computer software, (3) networking and the internet, and (4) social and ethical issues in computing. This course is designed in part to prepare students for admission to a university or employment in an office. Students can also meet this requirement by passing a computer proficiency examination.

CONTENT

A. Hardware Components

1. CPU
2. Monitor
3. Network
4. Input device
5. Hard and floppy disk
6. Output device
7. File server
8. Disk drive
9. Keyboard
10. Mouse

B. Microsoft Office

1. Microsoft Word
 - a. Create, open, and close files
 - b. Create documents using spell check, thesaurus, bold, underline, fonts, font sizes and horizontal and vertical centering
 - c. Copy, cut and paste
 - d. Apply margins and spacing, tabs, bullets and numbering, header and footer
 - e. Compose business letters
 - f. Produce memorandums
2. Microsoft Excel
 - a. Learn terminology
 - b. Enter data in a spreadsheet
 - c. Compose formulas for spreadsheet calculations
 - d. Format for decimal points
 - e. Change label alignment
 - f. Change column width
 - g. Edit cell entries

- h. Perform MAX, MIN, SUM COUNT, and AVE functions
 - i. Copy formulas and functions
 - j. Insert and delete rows and columns
3. Microsoft Access
 - a. Learn terminology
 - b. Create simple tables with column headings
 - c. Create database file by entering information in records
 - d. Save and open database file
 - e. Perform searches, sorts, reports, and queries
 4. Microsoft PowerPoint
 - a. Explore PowerPoint window
 - b. Navigate among PowerPoint views
 - c. Open and close presentations
 - d. Apply design templates
 - e. Save and print a presentation
 - f. Add bullet slides with second level bullets
 - g. Edit and format slides
 - h. Format the slide master
 - i. Insert and edit clip art images and pictures
 - j. Insert and edit WordArt and AutoShapes
 - k. Add transitions and animation effects
 - l. Set slide timings
 - m. Prepare notes pages and audience handouts
 - n. Add sound and motion clips
- C. Internet
1. Search the Internet
 2. Print Web Pages
 3. Download files
 4. Cut and paste data from the Internet
- D. Operating System and File Management
1. Develop an awareness of operating systems and how they work
 2. demonstrate an awareness of networking
- E. Social and Ethical Issues
1. Learn terminology
 2. develop an understanding of legislation relating to computer ethics
 3. develop an understanding of correct social behaviors in a technological environment through simulations and discussions

GRADING SCALE

- A - 93-100
- B - 84-92
- C - 71-83
- D - 62-70
- F - 0-61

Procedures for Beginning Class

1. Enter the classroom in an orderly fashion.
2. Retrieve your textbook from the cart (if appropriate).
3. Be in your seat, with the textbook and ready to work, when the bell rings.
4. Logon to the network.
5. The first student who uses the computer that day will turn on the computer's CPU and the student who uses the computer last for the day will turn off the computer's CPU.
6. Raise your hand to be recognized to speak when the teacher is lecturing.
7. Stay in your chair unless getting paper from the printer. No paper is to be left at the printer, take it with you or place it in the wastebasket.

Procedures for Ending Class

1. Remain working until the teacher warns of the bell.
2. Retrieve your assignment from the printer, proofread, and re-print if necessary.
3. Staple assignments in order and place in the proper tray for that block.
4. Exit software program and Log off.
5. Return your textbook neatly to the cart (if appropriate).
6. Properly arrange items on the desk.
7. At the bell, push your chair under the desk.
8. Clean and straighten your work area and deposit trash in the wastebasket as you leave the classroom.

Classroom Behavior Rules

1. Bring materials (paper, pencil, textbook, extra work) to class every day.
2. Be respectful and courteous to others.
3. Be respectful of equipment—computers are very expensive.
4. Be respectful of the furniture.
5. No food or drink is allowed in the computer lab.
6. No profane language.
7. Do not sit on the desks.
8. Follow procedures for beginning and ending class.
9. DO NOT make any changes to the desktop configuration. Know and follow your computer usage agreement.