

Prep For Technology

Mrs. Gauley/Mr. Gronski
Room # 32
3rd hour
Email sgauley@dist228.org
Conference periods 1st and 5th

Course Description:

This course is designed to encompass a strong emphasis on keyboarding. Students will work on units using PC spreadsheet applications, word processing applications, an introduction to database software application, and related computer activities. This is a good introductory course to business technology.

Student materials:

Pen/pencil and paper
Other materials as projects require
Textbook not needed/handouts will be supplies

Units of Study:

- Keyboarding
- Word Processing
- Spreadsheet Software with Databases
- Desktop Publishing, Internet and HTML

Grading:

There will be assignments, projects, timed writings, quizzes and tests. Participation is a must in this class.

Expectations:

- You are prepared
- Homework and assignments are completed in allotted time
- Respect the rights of others
- You are responsible for make up work

Classroom Rules

- Be in your seat when the bell rings.
- Bring all materials to class.
- Sit in your assigned seat daily.
- Follow directions the first time they are given.

Name of Course: Preparation for Technology

Name of Instructor: Mrs. Gauley/Mr. Gronski

Course Length: 2 semesters

Class Textbook/Materials:

There is not a textbook for this class. Students will be assigned a computer for lab work and Internet access. Software to be used in class: Office Suite, Typing Tutor, Excel, and PowerPoint. Various handouts provide by the instructor. Students will be provided a folder to keep all assignments in. Materials such as pen, pencil, and paper.

Description of the course:

This course will encompass a strong emphasis on keyboarding, with later units using PC spreadsheet application, word processing applications, and introduction to database software applications, and related computer activities. This is good introductory course to business technology (Team-taught with the Business Teacher.) This course will be offered in even numbered school years.

Course content and learning objectives:

List, explain, and describe parts of computers and their uses. Identify uses of word processing and organizing information. Open and use email. Use presentation software effectively for class assignments. Use Excel spreadsheet to set-up, enter, and format data. Perform calculations using keyboard. Plan and make page lay-outs.

Daily/weekly assignments, grading procedures, and special projects – Describe accurately how grades are determined: such as % for homework, % for test, % for quizzes, % for projects, including an overview of special projects, if required, for the class. Projects requiring student purchases of equipment or materials are discouraged.

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