

Computer Essentials

Ms. Wolfsteller

Monticello High School Business Education Department

2011-2012 School Year

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Classes online

Wolfsteller-address/access given to students during class

\$5.00 Lab Fee includes these materials :

- Three ring view binder (this style is needed, as a cover is created and inserted on the cover of the binder)
- Tab dividers-(colored w/5 tabs)
- Sheet protectors

Scope-

This class provides the tools for the efficient use and knowledge of technological devices. Document processing and organization skills. Gathering and accessing information, hardware and software effectively. Multimedia preparation and presentations.

Sequence-

Portfolio Development

Why a portfolio?

Organization

Designing a Cover

Gathering of notes, work/best works and reflections

Keyboarding Unit

Alpha Key Instruction, emphasis on touch key

Possible Assessment:

Technique checks, self/teacher

Production work

Timings

Technology Basics/File Management

Hardware terminology and location

Software introduction

File management, organization

Assessment: Display and labeling and use of hardware and peripheral devices

File Management/Folders and filenames

Output, example and explanation of process

Internet Access/Voice Activation

Appropriate Use of the Internet, ethical issues, copyright infringement

Efficient use of Browsers, Search Engines and Internet Tools

Downloading Information and use of Multimedia

Organizing Information, favorites

Become familiar with blogs, podcasts, wikis, free sites, software

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Possible Assessment:

- Gathering tools and information for projects, favorites
- Sharing and use of information and technology
- Set up Email account, use of google docs
- Add-ons to enhance documents, use of voice, online photo editor for projects

Document Processing and Etiquette

- Email/texting/Professional format
- Business/Personal letter Block style
- Numbered/Bulleted Lists
- Outline, Table of Contents

Charts and Graphs

- Use Excel to input information
- Create a Graph from output and format
- Take information and create chart and graph

Tab/Table formatting

- Table assignments, using sort and numbering
- Newsletter

Possible Assessment:

- Notes
- Production documents using word, excel

Drawing and Design

- Utilize drawing toolbar
- Use layout and design concepts
- Use of various photo editing software

Possible Assessment:

- Collage, Logo, Photo Editing projects, Magazine Cover, Morphing







Multimedia Presentation

- Organize and gather information
- Utilize multimedia software
- Logical sequence of material
- Incorporate pictures, fonts, backgrounds
- Use of Transitions
- Appropriate conclusion

- Possible Assessment:**
- PowerPoint presentation
 - Animation project
 - Video project

Overall Assessment of Course: Electronic Portfolio Presentation and Reflections

The following are the policies of MHS Business Department

-  **Students will use only the computer assigned to them and only for class work.**
-  **If student notices changes/or any damage to technology devices, they should report this to their teacher.**
-  **Work will be done in class and only if necessary scheduled before or after school**
-  **The Business Education Resource Area is available for class related work with permission of the instructor.**
-  **No food or beverage, including water are allowed in the computer labs.**
-  **No abuse of MHS business facilities, resources, or equipment will be tolerated.**