

Computer Technology

Woodcrest JH 2014/15

Teacher: Mr. Berry

Welcome to Computer Technology Class! The goal of this class is for you, the student, to maximize your understand and use of computer technologies through various assignment and projects. It is my belief that if you apply yourself in this class you will have a greater understanding and knowledge of computers and the technology age in which we live.

Course Description

This course will cover the basics of computer technology in our world. Students will focus on the following areas computer technology: keyboarding, computer architecture, operating systems, logic, algorithms, computer programming, software applications, computer graphics, computer gaming, and video production. Students will master some skills using MS Office Suite 2010 where they will create documents, spreadsheet, and presentations.

Student Supplies

Binder Reminder / Agenda
USB drive – 4GB (suggested, not required)

Policies:

Behavior – Respect: yourself, your classmates, teacher, the computer and equipment, and our school

Attendance – Be here. We have a busy schedule of things to learn. If you miss a day, it is your responsibility to turn in the assignment. Most assignments are found and are turned in on line through Teacher Pages.

Student Computer / Internet Use – Students must return a completed (signed by student and parent or guardian) form. Any violation of this form may cause the student to be removed from the class with additional consequences imposed by school or district administration.

Binder Reminder – Student must bring their student planner to class. Students are to record all assignments and activities in their planner.

Here is a list of topics that we will be covering though out the course.

1st Trimester – Introduction to Computers/Technology

- **Typing**
 - Students will acquire and improve their typing skills by using software drills and exercises to learn the keyboard. The first objective is to be accurate and then work on speed.
- **MS Word**
 - Students will do several projects where they will build a foundation in word processing. The goal is to master essential skills of writing a letter, creating documents that integrate images and text, and know how to change the formatting of text, page, and images.
- **Computer Systems**
 - Students will learn the basics of how computers and other devices work. They will be able to identify computer components. They will also obtain an understanding of binary and logic systems.
- **MS Power Point**
 - Students expand their use and understanding of MS Power Point. They will incorporate several of their MS Office skills as they make presentations that use sounds, images, and video. Students will develop a better use of this application by integrating transitions and animations in their work.
- **Internet**
 - Students will gain a foundation of the World Wide Web. They will learn how to access it and learn how to move around in this digital world with safety and respect. This is an online activity where students will access the Ignition site.

2nd Trimester – Advanced Computers/Technology

- **Programming**
 - Students will build a foundation in programming. Through the use of algorithms and Scratch programming, students will create basic programs. They will understand various concepts in programing like user input, loops, and decision making. Students will make several projects that will do animations and computer gaming.
- **MS Excel**
 - Student will explore the power of MS Excel. They will build several spreadsheets where they will learn how to enter data, create different types of formulas, and apply charts or graphs to their work.
- **Video**
 - Students will work on a video project. They will learn the basics of video production and work in groups in creating their final video project. This is multimedia project where students will combine video, audio, images, and text.