

Orange Unified School District
COMPUTER AND BUSINESS TECHNOLOGY
 Year Course

GRADE LEVEL: 9-12

PREREQUISITES: None

INTRODUCTION TO THE SUBJECT:

This course will explore all aspects of Microsoft Office, use of Internet, e-mail, and basic web page design. Touch typing skills will be integrated into the course curriculum. Students will gain knowledge and skills in the use of Windows and basic troubleshooting. Successful completion of the course will be demonstrated by the development of an e-portfolio and a résumé.

COURSE OBJECTIVES:

BY THE END OF THE COURSE THE STUDENT WILL BE ABLE TO:

- Perform document and formatting functions
- Understand and utilize basic aspects of the toolbars to create documents in word processing.
- Understand and utilize all aspects of the toolbars to create spreadsheets in Excel.
- Understand and utilize all aspects of the toolbars to create presentations in PowerPoint.
- Demonstrate the ability to use e-mail, including attachments using Yahoo or Hotmail; e-mail their address in Yahoo and e-mail their grade report using Micrograde.
- Identify services and tools offered by the Internet.
- Demonstrate complete understanding of Information Literacy.
- Develop an e-portfolio, including a résumé saved on CD/flash drive and hard drive.
- Design a simple web page with links and graphics using PowerPoint or Front Page.
- Key for three minutes at 20 to 40 words per minute.

COURSE OVERVIEW AND APPROXIMATE UNIT TIME ALLOTMENTS:

<u>FIRST SEMESTER</u>	<u>WEEKS</u>
I. Basic Troubleshooting and Windows	1
A. Printer problems	
B. Computer freezes	
C. Cabling	
D. Naming and renaming folders	
E. Demonstrate the ability to use e-mail, including attachments	
II. Identify Services and Tools Offered by the Internet	1
A. Demonstrate a complete understanding of Information Literacy	
B. Send and retrieve e-mail with an attachment	

III. Key for Three Minutes at 20 to 40 words per minute	ongoing
IV. Understand and Utilize all Aspects of the Toolbars to Create Word® Documents	6
A. Perform document and formatting functions	
V. Understand and Utilize all Aspects of the Toolbars to Create Excel® Spreadsheets	3
VI. Understand and Utilize all Aspects of the Toolbars to Create PowerPoint® Presentations	3
VII. Design a Simple Web Page with Links and Graphics	2
VIII. Design a Flyer Using Publishing Software	1
IX. Develop a Portfolio, including a Résumé	1

SECOND SEMESTER

I. Basic Troubleshooting and Windows	1
A. Printer problems	
B. Computer freezes	
C. Cabling	
D. Naming and renaming folders	
E. Demonstrate the ability to use e-mail, including attachments	
II. Identify Services and Tools Offered by the Internet	1
A. Demonstrate a complete understanding of Information Literacy	
B. Send and retrieve e-mail with an attachment	
III. Key for Three Minutes at 20 to 40 words per minute	ongoing
IV. Understand and Utilize all Aspects of the Toolbars to Create Word® Documents	6
A. Perform document and formatting functions	
V. Understand and Utilize all Aspects of the Toolbars to Create Excel® Spreadsheets	3
VI. Understand and Utilize all Aspects of the Toolbars to Create PowerPoint® Presentations	3
VII. Design a Simple Web Page with Links and Graphics	2
VIII. Design a Flyer Using Publishing Software	1
IX. Develop a Portfolio, including a Résumé	1

DATE OF CURRENT CONTENT REVISION: April 2001

DATE OF BOARD APPROVAL: June 2001

NOTE: Original courses (Computer Technologies A and B) were combined to form this course in 2009.