

COURSE SYLLABUS

Course Title: Essentials of Computer Technology

Instructor: Mrs. Johnson

1st Quarter (or 3rd):

Introducing the Computer

Introducing Windows

Introducing the Word Processor

Overview of Senior Project Requirements

Career Interest Assessment using waytogori.org

Collection Portfolio *

Formatting Documents

MLA Format

Advanced Word Processing Features

Projects: Newsletter*

Internet-based research and properly formatted works cited page

Correctly formatted MLA research paper

2nd Quarter (or 4th):

PowerPoint

Project: PowerPoint Project with Oral Presentation *

Introducing the Spreadsheet

Spreadsheet Techniques

Worksheets and Charts

Stock Market Project *

Reflective Essay in MLA format

*Benchmark Assignments/Common Core Assessments will count as a test grade during the quarter in which they are assigned. They will also be included in the calculation of final assessment, along with the Final Exam.

Final Exam Grade = Collection Portfolio + Newsletter + PowerPoint Project with Oral Presentation + Stock Market Project + Final Exam