COMPUTER TECHNOLOGY
Jamie Coffey

I. Course Description: This is an entry-level class using several computer applications and applying what you have learned in class to be effective in your future education and work.

II. Textbooks: Microsoft Office 2010

III. Teacher Information: Students or parents may reach me by email at Jamie.coffey@jackson.kyschools.us or by phone at 287-7155. You may also come by my room in the Centernet at the Area Technology Center during my planning from 10:05 – 11:00.

IV. Topics covered:
    a. Word processing
        1. Basic word processing skills
        2. Terminology
        3. Parts of the word processing screen
        4. Save, edit, and print commands
        5. Templates
        6. Business documents including (but not limited to) memos, letters, and flyers.

    b. Spreadsheets
        1. Identify parts of a spreadsheet
        2. Insert and delete columns and rows
        3. Enter labels and values and use the Sum button
        4. Copy and move cells
        5. Create and edit spreadsheet formulas
        6. Function formulas
        7. Charts and graphs

    c. Power Point
        1. Create presentations
        2. Use templates and wizards
        3. Edit and format slides
        4. Tables and charts
        6. Delivering presentations

    d. Access
        1. Understanding rational databases
        2. Explore a database
        3. Create a database
        4. Create a table

V. Evaluation: All work will be graded on a points system. Any assignment turned in late will have points deducted. Printing an assignment for another student will result in a zero for both students. Grading scale:

       60% Summative Assessment
       40% Daily Assignments
       20% Final

V. Attendance policy: The attendance policy is stated in the student handbook. Good attendance is essential for this class. All student files are located on the school network and cannot be accessed from home.

VI. Additional information: Students who plan to co-op their senior year in a business **must** have at least 3 business classes prior to co-op. This will also allow the student to take the Skills Standard exam for business that can result in a free college class if passed.