

Technology & Society

Text:	<p><i>South-Western Publishing Company</i> <i>Century 21 Computer Applications & Keyboarding</i>, 8th Edition, copyright 2006 To include the <i>Georgia Edition</i> Author: Hoggatt, Shank, & Robinson</p>
Supplemental Materials:	<p>Internet</p>
Course Description:	<p>The students develop an understanding of the social impact of the World Wide Web by examining society's ethical and legal issues created by it. Students learn the techniques and skills of alphabetic keyboarding, formatting, mail merge, document processing of letters, reports, and tables in <i>Microsoft Word</i>, <i>PowerPoint</i>, and <i>Excel</i> are introduced.</p>
Methods of Evaluation:	<p>Students will be assessed by tests, quizzes, technique evaluations, theory, timed writings, and knowledge of the software being used, semester exams and/or any other form of evaluation instrument the instructor finds applicable to the course.</p>
Pace of Instruction:	<p>Review the letter Keys Build Keyboarding Skill Learn/Review Figure-Key Technique Computer Basics Windows and Word Finding and Managing Information Software Applications Computers and Society Communications Skills Build Keyboarding Skill Learn Memo and E-mail Formats Learn to Format Unbound Reports Learn to Format Personal-Business Letters Learn to Format Tables Electronic Presentations Overview Extend Spreadsheet Skills Design Web Pages</p>
Course Objectives:	<p>To review control of home keys (f d s a j k l ;, Space Bar, and Enter).</p> <p>To review reach technique for h, e, l, and r.</p> <p>To review reach technique for o, t, n, and g.</p> <p>To review reach technique for Left Shift, . (period), u, and c.</p> <p>To review reach technique for w, Right Shift, b, and y.</p> <p>To review reach technique for m, x, p, and v.</p> <p>To review reach technique for q, , (comma), z, : (colon).</p> <p>To review reach technique for CAPS LOCK, ? (question mark), TAB key, ' (apostrophe), - (hyphen), and " (quotation mark).</p> <p>To learn proper response patterns to increase speed.</p> <p>To learn to key script copy.</p>

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<p>To build straight-copy speed and accuracy. To enhance keying technique. To build straight-copy speed and control. To enhance keying technique on script and rough-draft copy. To build straight-copy speed and control. To enhance keying technique. To review reach technique for 8, 1, 9, 4, and 0. To improve skill on script and rough-draft copy. To review reach technique for 5, 7, 3, 6, and 2. To learn how computers help us communicate with machines each other, and groups. To learn about the main parts of information processing. To explore and discuss hardware. To learn about two types of software. To learn about the role of an operating system. To log into your computer with a login name and password. To change your password. To study the parts of the typical operating system desktop. To turn off or restart your computer properly To learn the parts of a program window. To sharpen your mouse skills. To open and close programs. To use menus and toolbar buttons to five commands. To minimize, maximize, restore, and resize windows. To switch between open programs. To give commands and enter text in <i>Word</i>. To open, save, and close files. To learn to use Help in <i>Word</i>. To print a document in <i>Word</i>. To discuss rules for acceptable computer use. To learn about common storage devices. To use files to store data. To use folders to organize files. To navigate folders with <i>Windows Explorer</i>. To create folders. To rename, delete, and move folders. To create subfolders. To move subfolders. To create and save a file in <i>Word</i>. To follow file paths to save and find files. To open a <i>Word</i> File and save using a new name. To open an <i>Excel</i> file and save using a new name. To copy and paste information between files. To open two programs at once. To switch between active and inactive programs. To find information in <i>Word</i> and <i>Excel</i> files. To copy and paste answers from one program to another. To preview and print <i>Word</i> and <i>Excel</i> files. To delete files.</p>
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	<p>To rename files.</p> <p>To copy files from one folder to another.</p> <p>To move files from one folder to another.</p> <p>To study the history of computers.</p> <p>To consider how computers are part of everyday life.</p> <p>To learn about networks and the Internet.</p> <p>To learn about connecting to the Internet.</p> <p>To explore the parts of a Web browser window.</p> <p>To access and navigate Web pages.</p> <p>To use the History feature of a browser.</p> <p>To add a website to a Favorites list.</p> <p>To access a website from the Favorites list.</p> <p>To use the Search feature on a browser.</p> <p>To learn about ethics and netiquette rules.</p> <p>To evaluate an e-mail message for netiquette.</p> <p>To learn about computer crime.</p> <p>To find articles about computer crime.</p> <p>To learn about safety issues related to using the Internet.</p> <p>To improve technique on individual letters</p> <p>To improve keying speed on 1 and 2 minute timings.</p> <p>To learn to format interoffice memos.</p> <p>To process memos from arranged and semi-arranged copy.</p> <p>To learn to format e-mail messages.</p> <p>To process e-mail messages from arranged and semi-arranged copy.</p> <p>To check knowledge of e-mail and memo formats.</p> <p>To check the level of your e-mail and memo processing skills.</p> <p>To learn format features of unbound reports.</p> <p>To process a one-page unbound report in proper format.</p> <p>To process a two-page unbound report in proper format.</p> <p>To format textual citations in a report.</p> <p>To process references.</p> <p>To learn to format personal-business letters in block format.</p> <p>To improve word choice skills.</p> <p>To learn placement/arrangement of basic table parts.</p> <p>To format tables using the Table format feature.</p> <p>To use table features to edit existing tables.</p> <p>To format two-column tables with main, secondary, and column titles.</p> <p>To format three-column tables with main, secondary, and column titles.</p> <p>To improve language skills (word choice).</p> <p>To format four-column tables with main, secondary, and column titles.</p> <p>To make independent decisions regarding table format feature.</p> <p>To navigate through an existing electronic presentation.</p> <p>To create a title slide.</p> <p>To create a bulleted list slide.</p> <p>To understand how to use appropriate graphic images, lines, and boxes.</p> <p>To insert, position, and size graphic images, lines, and boxes.</p> <p>To create slides with graphic enhancements.</p> <p>To merge cells, wrap and indent text in cells, and specify column widths.</p>
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	<p>To use Print Preview and print in landscape orientation.</p> <p>To change margins, center and scale worksheets, and insert headers and footers.</p> <p>To select print area, set page breaks, and check spelling.</p> <p>To use Fill, rotate text in column headings, and change row heights.</p> <p>To rename, format, and reposition worksheet tabs.</p> <p>To learn to open a blank Web page.</p> <p>To create a page background.</p> <p>To title and save a Web page file.</p> <p>To create Web pages with tables, graphics, and pictures.</p> <p>To learn to insert various kinds of hyperlinks in Web pages.</p> <p>To apply skills you have learned to design Web pages.</p> <p>To create and then improve a functional interactive website.</p>
Date Completed	10-09-11