

INFORMATION TECHNOLOGY

BS000012 (1st or 2nd Semester)

Grades 9, 10, 11, 12

½ Unit

Prerequisite: None

Is your time important to you? Do you want to learn to use technology in order to get more done in less time? If so, this course is for you! Students will analyze, synthesize and evaluate situations at home, school or work and then employ Microsoft Office software to solve problems and complete tasks efficiently and effectively.

*This course can be taken to satisfy the ½ credit graduation requirement in computers.

Information Technology CCO#1: Students will identify and apply various methods of data entry/input. (1.4, 1.8, 1.10, 2.2, 2.5, 2.6, 2.7, 3.3, 4.4, 4.5, 4.6, 4.8, CA3, CA4)

Information Technology CCO#2: Students will understand and apply the various feature of Microsoft Word. (1.4, 1.5, 1.8, 1.10, 2.1, 2.2, 2.5, 2.6, 2.7, 3.3, 4.4, 4.5, 4.6, 4.8, CA3, CA4)

Information Technology CCO#3: Students will understand and apply the various features of Microsoft Excel. (1.1, 1.4, 1.5, 1.6, 1.7, 1.8, 1.10, 2.1, 2.2, 2.5, 2.6, 2.7, 3.1, 3.2, 3.3, 3.5, 3.6, 3.8, 4.1, 4.4, 4.5, 4.6, 4.8, CA3, CA4, MA1, MA3, SS4)

Information Technology CCO#4: Students will understand and apply the various features of Microsoft PowerPoint. (1.1, 1.4, 1.5, 1.6, 1.7, 1.8, 1.10, 2.1, 2.2, 2.5, 2.6, 2.7, 3.1, 3.2, 3.3, 3.5, 3.6, 3.8, 4.1, 4.4, 4.5, 4.6, 4.8, CA3, CA4, CA5, CA6, SS4)

Information Technology CCO#1: Students will identify and apply various methods of data entry/input. (1.4, 1.8, 1.10, 2.2, 2.5, 2.6, 2.7, 3.3, 4.4, 4.5, 4.6, 4.8, CA3, CA4)

Information Technology CCO#1 – Essential Content and Skills

Students will learn:

- A. Touch typing
 - 1. proper keyboarding technique
 - 2. adequate accuracy and speed
- B. Voice recognition
- C. Tablet
- D. Importing
 - 1. portable devices
 - 2. between different software
 - 3. from the Internet

Information Technology CCO#1 – Facilitating Activities

The student may:

- 1. demonstrate proper touch typing technique. (3) (W)
- 2. complete timed writings to analyze speed and accuracy. (3) (T)
- 3. create, edit, and format documents using voice recognition software. (3) (W, T)
- 4. create, edit, and format documents using tablet pc. (3) (T)
- 5. import data using various methods. (3) (W, T)

Information Technology CCO#1 – ALA

Students will select one of the following data entry methods: touch typing, voice recognition, or tablet, to edit and create appropriate business documents.

Information Technology CCO#1 – ALA

Students will select one of the following data entry methods: touch typing, voice recognition, or tablet, to edit and create appropriate business documents.

Information Technology CCO#1 – Scoring Guide

<u>Criteria</u>	<u>Excellent</u>	<u>Superior</u>	<u>Average</u>	<u>Needs Improve.</u>
Decision making	Student always selects data entry methods appropriate for particular business situations	Student selects data entry methods appropriate for particular business situations more than 75% of the time	Student selects data entry methods appropriate for particular business situations less than 75% of the time	Student selects data entry methods appropriate for particular business situations less than 50% of the time
Accuracy	Student always produces error-free documents	Student produces error-free documents more than 75% of the time	Student produces error-free documents less than 75% of the time	Student produces error-free documents less than 50% of the time
Formatting	Student always uses formatting appropriate to the situation	Student uses formatting appropriate to the situation more than 75% of the time	Student uses formatting appropriate to the situation less than 75% of the time	Student uses formatting appropriate to the situation less than 50% of the time
Proofreading	Student always proofreads and corrects errors in documents	Student proofreads documents and usually corrects errors in documents more than 75% of the time	Student proofreads documents and usually corrects errors in documents less than 75% of the time	Student proofreads documents and usually corrects errors in documents less than 50% of the time

Information Technology CCO#2: Students will understand and apply the various feature of Microsoft Word. (1.4, 1.5, 1.8, 1.10, 2.1, 2.2, 2.5, 2.6, 2.7, 3.3, 4.4, 4.5, 4.6, 4.8, CA3, CA4)

Information Technology CCO#2 – Essential Content and Skills

Students will learn about:

- A. File management
 - 1. folders
 - 2. backing up
 - 3. opening
 - 4. closing
 - 5. saving
 - 6. printing
- B. Toolbars
 - 1. page setup
 - 2. paragraph formatting
 - 3. text editing
 - a. font
 - b. case
 - c. copy
 - d. cut
 - e. paste
 - 4. Customizing
- C. Business documents
 - 1. letters
 - 2. reports

Information Technology CCO#2 – Facilitating Activities

The student may:

- 1. revise various productivity activities. (2, 3)
- 2. define vocabulary. (1)
- 3. demonstrate various functions to the class. (2, 5)
- 4. create letters and reports. (3) (W, T)
- 5. compose email using appropriate etiquette. (2, 3) (W, T)
- 6. use basic and more advanced text editing and formatting. (3) (W, T)
- 7. add headers, footers, bullets, and numbering to business documents. (3) (T)
- 8. manage files on a server. (3) (T)

9. use a variety of print options. (3) (T)
10. utilize various toolbars. (3) (T)
11. review a variety business document formats. (2)

Information Technology CCO#2 – ALA

Students will create a business letter utilizing Word program features and applications.

Information Technology CCO#2 – ALA

Students will create a business letter utilizing Word program features and applications.

Information Technology CCO#2 – Scoring Guide

<u>Criteria</u>	<u>Excellent</u>	<u>Superior</u>	<u>Average</u>	<u>Needs Improve.</u>
Format	Proper format	1-2 errors	3-5 errors	More than 5 errors
Accuracy	Student always employs appropriate software usage functions.	Student employs appropriate software usage functions more than 75% of the time.	Student employs appropriate software usage functions 50% or more but less than 75% of the time	Student employs appropriate software usage functions less than 50% of the time.
Transferability	Student always transfers software usage skills between various software packages.	Student transfers software usage skills between various software packages more than 75% of the time.	Student transfers software usage skills between various software packages 50% or more but less than 75% of the time.	Student transfers software usage skills between various software packages less than 50% of the time.

Information Technology CCO#3: Students will understand and apply the various features of Microsoft Excel. (1.1, 1.4, 1.5, 1.6, 1.7, 1.8, 1.10, 2.1, 2.2, 2.5, 2.6, 2.7, 3.1, 3.2, 3.3, 3.5, 3.6, 3.8, 4.1, 4.4, 4.5, 4.6, 4.8, CA3, CA4, MA1, MA3, SS4)

Information Technology CCO#3 – Essential Content and Skills

Students will learn about:

- A. Toolbars
- B. Data entry/navigation
- C. Text editing
 - 1. formatting cells
 - 2. data versus labels
- D. Formulas
- E. Printing – differences between Word and Excel
 - 1. setting print area
 - 2. show formulas
- F. Charts/graphs

Information Technology CCO#3 – Facilitating Activities

The student may:

- 1. design a spreadsheet to compute student's grade point average. (3, 5) (T)
- 2. design a spreadsheet that calculates their grades in the class and graph the data. (3, 5) (T)
- 3. design a spreadsheet, which may include budgets, stock prices, and amortization schedules. (3) (T)
- 4. apply basic and advanced spreadsheet formatting. (2, 3) (W, T)
- 5. utilize various toolbars. (3) (T)
- 6. use spreadsheet data to create charts. (3) (T)
- 7. use a variety of print options. (3) (T)

Information Technology CCO#3 – ALA

Students will design a worksheet that calculates employees' net pay.

Information Technology CCO#3 – ALA

Students will design a worksheet that calculates employees' net pay.

Information Technology CCO#3 – Scoring Guide

<u>Criteria</u>	<u>Excellent</u>	<u>Superior</u>	<u>Average</u>	<u>Needs Improve.</u>
Accuracy	0 errors	1-2 errors	3-5 errors	More than 5 errors
Layout	Layout is eye catching; data organized efficiently	Layout is effective; data is organized properly	Layout is ineffective; data is poorly organized	Layout is ineffective; data is unorganized
Speed	All formulas correct	75% of formulas are correct	Less than 75% of formulas are correct	Fewer than 75% of formulas are correct or no formulas used

Information Technology CCO#4: Students will understand and apply the various features of Microsoft PowerPoint. (1.1, 1.4, 1.5, 1.6, 1.7, 1.8, 1.10, 2.1, 2.2, 2.5, 2.6, 2.7, 3.1, 3.2, 3.3, 3.5, 3.6, 3.8, 4.1, 4.4, 4.5, 4.6, 4.8, CA3, CA4, CA5, CA6, SS4)

Information Technology CCO#4 – Essential Content and Skills

Students will learn about:

- A. Toolbars
- B. Design format
 - 1. templates
 - 2. wizard
 - 3. starting a blank presentation
- C. Creating slides
- D. Editing slides
- E. Organizing/manipulating slides
- F. Multimedia and special effects
- G. Printing-differences between Excel, Word, and PowerPoint
- H. Integration
 - 1. with other Office applications
 - 2. with the Internet

Information Technology CCO#4 – Facilitating Activities

The student may:

- 1. design a personal presentation. (3)
- 2. evaluate and give constructive criticism of other students' presentations. (4, 6)
- 3. use a variety of print options. (3) (T)
- 4. utilize various toolbars. (3) (T)
- 5. add basic and advanced special effects features. (3) (W, T)
- 6. use design templates to enhance the presentation. (3) (T)
- 7. use wizards. (3) (T)

Information Technology CCO#4 – ALA

The student will create and edit a PowerPoint presentation on an approved topic.

Information Technology CCO#4 – ALA

The student will create and edit a PowerPoint presentation on an approved topic.

Information Technology CCO#4 – Scoring Guide

<u>Criteria</u>	<u>Excellent</u>	<u>Superior</u>	<u>Average</u>	<u>Needs Improve.</u>
Layout	All slides well organized; all slides formatted correctly	Some slides unorganized; all slides formatted correctly	Some slides unorganized; some slides formatted incorrectly	All slides unorganized; all slides formatted incorrectly
Creativity	At least 5 different slide types; effective use of clipart and attributes	3-4 different slide types; some use of clipart and attributes	1-2 different slide types; very little use of clipart and attributes	1 slide type used; no use of clipart or attributes
Editing	0 errors	1-2 errors	3-5 errors	More than 5 errors