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Technology I



Week 1 Week 2-3

- Internet and Intranet Digital Communication Basics
 - Internet access and security
 - Ethics—Property Rights
 - Plagerism and Copyrighting
 - How Web Addresses work
 - Computer Viruses

Week 4- 6

- Word Processing
- Introduction to WORD
- Keyboarding Review
- Format Memos, Letters
- Format Outlines. Reports
- Format Tables—use all features of table in WORD
- Format Reference pages and In-text citations
- Use "Easy-Bib" to create proper citations— MLA and APA format
- Format graphics, clipart, textboxes, shapes, borders, lines,

Spreadsheet

Introduction to EXCEL

Week 7-9

- Create and edit worksheets
- Create and edit formulas
- Create and edit charts
- Merge and edit data into and from EXCEL
- Research data and information from internet and complete a "travel project" - using WORD and EXCEL to format an itinerary and budget.

Database

CESS

- Introduction to AC-
- Create many types of tables using data

Week 10-12

- Edit and change table structure and fields
- Arrange and Find Data
- Create and edit queries
- Create and edit reports
- Merge and edit data from tables to table
- Merge and edit data from WORD and EX-CEL to ACCESS

Week 13-15

Presentations

Tools

Hardware—Computer

Computer Interfaces

Operating Syste,s

File Management

"Cyberethics"

- Intro to PowerPoint
- Plan and analyze data and information into a presentation format
- Learn all featureshyperlinks, clipart, wordart, text box, coloring, templates, animation and design.
- Present in front of class—delivering the presentation
- Creating attractive visuals
- Research a topic on internet and plan and create a powerpoint presentation.

Week 16-18

- Desktop Publishing
- Intro to Microsoft Publisher
- Learn all tools
- Format newsletters, brochures, calendars, greeting cards, flyers, labels, business forms. fax covers, etc.

- Career Unit
 - using internet and report findings in WORD
- cation
- Assessing personal

Week 19-20

- Analyze career choices
- Job search documents—letter of appli-
- **Build** resumes
- skills and qualifications.