

**East Amwell School
Technology Department
Trimester Syllabus**

1. Keyboarding Skill Development – 12 classes

Standard: 8.1.2.a.1, 8.1.2.a.2, 8.1.2.a.3

- a. Power Typing and Learn2Type.com
- b. Home row technique
- c. Objective: Students will be able to develop keyboarding skills based on the QWERTY method of typing and transfer that knowledge into the ability to use word processing software.

2. Word Processing – 9 classes

Standard: 8.1.2.a.1, 8.1.2.a.2, 8.1.2.a.3

- a. Introduction and Review: MS Word – 3 classes
 - i. Menus
 - ii. Tool Bars
 - iii. Printing
 - iv. Saving
 - v. Open Documents
- b. Project: Creation of three essays using Word Skills
 - i. 150 words
 - ii. 250 words
 - iii. 350 words
- c. Objective: Students will be able to develop and use word processing skills by the creation of documents as pertains to classroom projects and activities

3. Spreadsheets – 5 classes

Standard: 8.1.2.a.1, 8.1.2.a.2, 8.1.2.a.3

- a. Introduction to MS Excel
 - i. Cells
 - ii. Formatting
 - iii. Spreadsheets

- iv. Charts and Graphs
- b. Project: Create spreadsheets and accompanying charts are various topics
 - i. Car Dealership
 - ii. Farm Animal Feeding Schedule
 - iii. iTunes Purchases
- c. Objective: Students will be able to use spreadsheet and chart making skills in classroom activities and projects. i.e.: Science Inventions and Fair

4. Presentation Software – 12 classes

Standard: 8.1.2.a.1, 8.1.2.a.2, 8.1.2.a.3

- a. Introduction to MS PowerPoint
 - i. Slide Creation and Coordination
 - ii. Mastery of all tool bars
- b. Projects: Create presentations as a class and as individual presentations
 - i. School Presentation
 - ii. All About Me
- c. Objective: Students will be able to research, gather and present specific information using PowerPoint. Internet, word processing, desktop publishing and spreadsheet skills will all be used to create presentations. A finished product of 10 slides will be created as a reflection of skills learned.

5. Desktop Publishing – 7 classes

Standard: 8.1.2.a.1, 8.1.2.a.2, 8.1.2.a.3

- a. Instruction to MS Publisher
 - i. Mastery of the creation of various publications
- b. Projects:
 - i. Newsletters
 - ii. Signs
 - iii. Advertisements
- c. Objective: Students will be able to create, develop and design various publications that can be used in classroom projects and activities. Students will develop skills such as line graphics, word art, layout and design, printing, saving and retrieving of completed documents.

6. Internet – 7 classes

Standard: 8.1.2.a.1, 8.1.2.a.2, 8.1.2.a.3

- a. Internet Safety and Social Media Bullying
- b. Search Skills
- c. History and Uses of Internet
- d. Objective: Students will be able to demonstrate the use of on-line skills that will allow students to research, search and locate information needed for classroom projects. Search Engines, homepages and on-line services will be demonstrated.