EL DORADO UNION HIGH SCHOOL DISTRICT
Educational Services

Course of Study Information Page

Course Title: Computer Technology II (Course #472)	
Course Description: Computer Technology II is a continuation of Computer Technology I. The competencies are more advanced and some basic knowledge is presumed. This beginning/intermediate level course will prepare students for Computer Technology III and IV which could lead to the passing of the User Specialist exam which tests skill levels in Microsoft Office 2000.	
Length of Course:	Semester
Grade Level:	9 - 12

Credit:
    5 credits each semester
    [x] Meets graduation requirements
    [ ] Request for UC "a-f" requirements
    [x] College Prep
    [x] Elective
    [x] Vocational	

Prerequisites:	None
Department(s):	Business
District Sites:	EDHS, ORHS, PHS, UMHS
Board of Trustees Adoption Date:	5-9-00
Textbook(s)/Instructional Materials:	*Microsoft Office 2000: Introductory Concepts and Techniques* Shelly, Cashman, Vermatt
Date Adopted by the Board of Trustees:	5-23-00

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<u>Computer Technology II</u>

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(Number and Page notations are congruent with the Technology Standards and Competencies for all students and the English-Language Arts Content Standards)

NATIONAL STANDARD #1
Basic operations and concepts necessary for students. • Students demonstrate a sound understanding of the nature and operation of technology systems *(Page 5)* • Students are proficient in the use of technology *(Page 5)*
BENCHMARKS
• Use technology tools and resources for managing and communicating personal/professional information (e.g., finances, schedules, addresses, purchases, correspondence) *(Number 5, Page 9)* • Make informed choices among technology systems, resources, and services *(Number 2, Page 9)*
COMPUTER SKILL AND APPLICATION COMPETENCIES
1. Add a bottom border to a paragraph. 2. Create an AutoText entry. 3. Insert a nonbreaking space. 4. Insert an AutoText entry. 5. Prepare and print an envelope address. 6. Use Excel to anser what-if questions. 7. Display and dock toolbars. 8. Create a variety of charts in Excel. 9. Format a variety of charts in Excel. 10. Rearrange sheets in a workbook. 11. Use window panes appropriately. 12. Use the Goal Seek command to analyze worksheet data.

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NATIONAL STANDARD #2
Social, ethical, and human issues regarding technology. • Students understand the ethical, cultural, and societal issues related to technology • Students practice responsible use of technology systems, information, and software • Students develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits, and productivity *(Page 5)*
BENCHMARKS
• Demonstrate and advocate for legal and ethical behaviors among peers, family, and community regarding the use of technology and information *(Number 4, Page 9)* • Analyze advantage and disadvantages of widespread use and reliance of technology in the work place and in society as a whole *(Number 3, Page 9)*
COMPUTER SKILL AND APPLICATION COMPETENCIES
1. Be aware of moral, legal, and ethical issues regarding use of technology and electronic information. *(Numbers 1-2, Page 15, Basics)* 2. Adhere to the District's appropriate use policy, follow copyright requirements, and avoid plagiarism. 3. Evaluate sources for reliability, credibility, and relevance. *(Page 16, Research)*

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NATIONAL STANDARD #3
Using technology resources as a tool for productivity. • Students use technology tools to enhance learning, increase productivity, and promote creativity *(Page 5)* • Students use productivity tools to collaborate in constructing technology enhanced models, preparing publications, and producing other creative works *(Page 5)*
BENCHMARKS
• Evaluate technology based options, including distance and distributed education, for lifelong learning *(Number 6, Page 9)* • Identify capabilities and limitations of contemporary and emerging technology resources and assess the potential of these systems and services to address personal, lifelong learning, and work place needs *(Number 1, Page 9)*
COMPUTER SKILL AND APPLICATION COMPETENCIES
1. Plan and develop a multimedia presentation. *(Numbers 1-4, Page 16, Multimedia/Desktop Publishing; English-Language Arts Content Standards 1.14, 2.6)* 2. Use design and style choices appropriately. 3. Create a PowerPoint presentation in outline view. 4. Insert clip art from Microsoft Clip Gallery. 5. Add a header and footer to outline pages. 6. Add animation and slide transition effects. 7. Apply animation effects to bulleted slides. 8. Animate Clip art objects. 9. Format and animate a title slide. 10. Run an animated slide show. 11. E-mail a slide show from within PowerPoint. 12. Add a hyperlink to a PowerPoint slide. 13. Create Web pages from a PowerPoint presentation. 14. Integrate appropriate graphics, tables, sound and video in complex combinations. 15, Using desktop publishing, create and publish complex business cards, flyers, and brochures. *(English-Language Arts Content Standards 1.8)* 16. Use inside advanced formatting features such as colored text, borders, text shading in complex combinations. *(Page 15, Word Processing)*

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NATIONAL STANDARD #4
Using technology resources as a tool for communication. • Students use telecommunications to collaborate, publish, and interact with peers • Students use a variety of media and formats to communicate information and ideas effectively to multiple audiences *(Page 5)*
BENCHMARKS
• Routinely and efficiently use on-line information resources to meet needs for collaboration, research, publications, communications, and productivity *(Number 7, Page 9)*
COMPUTER SKILL AND APPLICATION COMPETENCIES
1. Create and edit a resume using wizards. *(Page 15, Word Processing; English-Language Arts Content Standards 2.5)* 2. Export spreadsheet as needed. *(Page 16, Spreadsheets; English-Language Arts Content Standards 1.9)* 3. Create complex newsletters with columns and graphics. *(Page 16, Desktop Publishing)* 4. Design and publish a more complex web site that incorporates hypertext links, graphics, appropriate format, and navigational devices for academic purposes. *(Page 16, Multimedia)*

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NATIONAL STANDARD #5
Using technology resources as a tool for research.   • Students use technology to locate, evaluate, and collect information from a variety of sources   • Students use technology tools to process data and report results   • Students evaluate and select new information resources and technological innovations based on the appropriateness to specific tasks *(Page 5)*
BENCHMARKS
• Select and apply technology tools for research, information analysis, problem solving, and decision making in content learning *(Number 8, Page 9)*
COMPUTER SKILL AND APPLICATION COMPETENCIES
1. Develop advanced search strategies and command subject guides, key words, and Boolean techniques. *(Numbers 1-7, Page 16, Research; English-Language Arts Content Standards, 2.6)*   2. Locate, evaluate, and utilize information effectively from the Internet and other electronic resources, including periodical databases.   3. Cite sources in a variety of media correctly using Internet sites to obtain the format.   4. Use e-mail to communicate effectively with a variety of audiences and for a variety of purposes. *(English-Language Arts Content Standards, 2.1)*   5. Continue to identify sources of career and college information.   6. Know terminology: add five new technology based words to your vocabulary list.   7. Continue to sort and query existing database to obtain specific information and interpret results. *(Numbers 8-13, Page 16, Database)*   8. Make changes to groups of records.   9. Specify a required field, range, default value and legal value.   10. Specify a format.   11. Create a single-field and multiple-field indexes.   12. Demonstrate ability to sort and query using more than two fields.   13. Plan and create a complex database that organizes information for personal and shared use.   14. Update a table with validation rules.   15. Use subdatasheets.   16. Understand terminology: multiple-fields, indexes, subdatasheets, referential integrity.   17. Continue to create spreadsheets including formulas and functions to analyze data and explore cause and effect relationships. *(Page 16, Spreadsheets)*.

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NATIONAL STANDARD #6
Using technology resources as a tool for problem solving and decision making. • Students use technology resources for solving problems and making informed decisions • Students employ technology in the development of strategies for solving problems in the real world *(Page 5)*
BENCHMARKS
• Investigate and apply expert systems, intelligent agents, and simulations in real world situations *(Number 9, Page 9)* • Collaborate with peers, experts, and others to contribute to a content related knowledge base by using technology to compile, synthesize, produce, and disseminate information, models, and other creative works *(Number 10, Page 9)*
COMPUTER SKILL AND APPLICATION COMPETENCIES
1. Select representative works for an electronic portfolio to submit to an employer or college admissions office. *(Page 16, Multimedia/Desktop Publishing)* 2. Use logical steps to eliminate possible reasons for common problems. *(Numbers 2-3, Page 15, Basics)* 3. Select the best tool for the task to be completed.