

COMPUTER APPLICATIONS AND TECHNOLOGY 20S - CAT 20S

This is an introductory, hands-on course using PC computers. Students will use a wide variety of software applications.

Topics include:

- Word Processing: writing, editing, desktop publishing, graphics.
- File Usage: Creating, Storing, and accessing files.
- Spreadsheets: Accounting applications.
- Database : Access techniques and skills.
- Internet: advanced web search techniques, Internet safety.
- Web page design: HTML and WYSIWYG techniques.
- Multimedia: Presentation techniques.
- Programming: Intro to programming using simple programs in BASIC.

Mark breakdown will be as follows:

Daily assignments	- 40%
Projects	- 40%
Final Project(s)	- 20%

Process:

Using computer based programs such as Dreamweaver, Excel, Power Point, Windows Movie Maker and Word

Other resources as outlined on the school webpage, and supplemental articles and news items relating to technology.

Successful students will exit with a better understanding of technology and computer use, as well as the options for higher-level technology course selection.