

Wilby High School
Business Department

Introduction to Technology 1

Syllabus 2016-2017

Instructor: Mrs. O'Brien

Room#: 347

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Core Values and Beliefs: *The students, faculty, staff, and administration of Wilby High School will work cooperatively with families, members of the community, and the Board of Education to create a safe, welcoming, and academic environment which embraces, challenges, and nurtures the diverse talents, interests, and learning styles of all its students. All students will leave Wilby High School with the self-respect, respect for others, knowledge, and skills necessary to become independent, intellectually curious, and self-fulfilled members of society.*

Course Description:

This hands-on course is designed to provide you with the tools you need to use Microsoft Office 2010 in the workplace, school, or home. This comprehensive course focuses not only on concepts, but also how to apply those concepts. Students completing this course will be able to customize the windows interface and use MS Word to create, enhance, customize, share, create and publish complex documents. Technology is a required component of the exit criteria of the Waterbury Public Schools.

Learning Objectives:

At the successful completion of this course, the students will be able to:

- Apply Information Technology
- Navigate Windows
- Create and delete a folder
- Type a header and footer
- Save and open a document
- Apply a theme
- Insert Text
- Align text
- Compose both a business and a personal letter
- Change font size, color, and effects
- Apply number or bullet formatting

- Insert and modify a text box
- Format objects
- Insert graphics
- Utilize drag-and-drop and cut and paste
- Create a table
- Save a Word document as a PDF
- Create a document from a template
- Format a one-page report
- Analyze proper page layout and design
- Create mailing labels

Required Text/Equipment/Software

- Computer with Windows operating system and Microsoft 2010
- MicroType 4 – Thomson, South-Western Publishing
- Learning Microsoft Office 2010. Newberry, Pearson Education, Inc., Prentice Hall, 2011.

