



Course Description:

Major Components

1. Keyboarding Skills (30 % of content and evaluation)

- Repetitive Stress Injuries (RSI)
- proper posture
- learn proper keyboarding techniques (touch keyboarding)
- Demonstrate
 - concentration and conscientious practices
 - increased speed and improved technique
 - proper spacing and punctuation
 - text entry at a minimum rate of 35 wpm on a 3-minute timing



2. Word Processing & Desktop Publishing (30% of content and evaluation)

WP

- terminology and components
- editing and revising documents
- text formatting
- page formatting
- creating and editing tables
- data files and merges

DTP

- differences between DTP and WP
- common uses
- principles of design
- image manipulation
- creating graphics
- inserting text files
- various layout styles
- use and edit templates
- critical analysis



Minor Components

3. Internet (5%)

- define internet from technical perspective
- implications, uses, and applications of the internet
- use of email
- main functions of the browser
- search methods and strategies
- text transfer
- graphics transfer
- referencing electronic information

4. Literacy (5-10%)

- ▶ Identify parts and functions of a computer
- ▶ proper workstations setup and ergonomics
- ▶ Basic functions of operating systems
- ▶ importance and functions of software applications
- ▶ care and maintenance of computer equipment
- ▶ protection of electronic data
- ▶ computer ethics relating to copyright, privacy, and social interaction
- ▶ forms of computer crime
- ▶ career opportunities (tech skills and education programs are affected by changes in technology)

5. Spreadsheets and Graphing (10%)

- ▶ applications, uses, and advantages
- ▶ data entry
- ▶ formulae and functions
- ▶ absolute and relative addressing
- ▶ create graphs and charts

6. Visual Presentations(10%)

- ▶ Principles of effective visual communication
- ▶ use of layered visuals
- ▶ create a drawing using drawing tools
- ▶ plan, design, and assemble a project
- ▶ create and deliver a multi-framed slide show
- ▶ audio and visual enhancements
- ▶ package for presentation and distribution
- ▶ critical analysis

7. Locally determined time (5-10%)

- ▶ HTML code
- ▶ Web design
- ▶ Digital Imagery
- ▶ Digital Audio and Video
- ▶ Animation