**Curriculum**

**Introduction to Computer Technology 1**

**Course Overview**

This course provides a foundation of computer skills which are critical to a students' TASIS experience and beyond. Beginning with basic keyboard skills, students are immersed in topics critical to functioning in a technological society, including learning about online safety. Students will also learn the basics of word processing, spreadsheets, and presentations, with a focus on the Microsoft Office suite of products (Word, Excel, PowerPoint) as well as being exposed to alternative applications.

**Department Standards**

* Students will demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.
* Students will use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.
* Students will apply digital tools to gather, evaluate, and use information.
* Students will use critical thinking skills to plan and conduct research, manage projects, solve problems and make informed decisions using appropriate digital tools and resources.
* Students will understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.
* Students will demonstrate a sound understanding of technology concepts, systems, and operations.

**Benchmarks**:

[</font>]Touch-type and use keyboard shortcuts

Basic computing terminology

Secure passwords

Avoiding scams (with an emphasis on phishing)

Choose proper tools and methods for tasks

Basic word processing skills

Basic spreadsheet skills

Basic presentation skills

Advanced students may also be introduced to programming virtual worlds

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**Performance Indicators**

**Assessments**

Typing Assessment

Phishing quiz

Vocabulary quiz

Word Processing quiz

Midterm Exam

Spreadsheet quiz

Presentation quiz

Final touch-typing evaluation

Semester Exam covering all material

**Core Topics**

Typing Skill Evaluation and Goals

Online safety: passwords & phishing scams

Continued touch-typing skill development

Basic computer-related vocabulary

Intro to Word Processing (tabs, tables, margins)

Intro to Spreadsheets (basic formulas)

Social and Legal Issues (computing ethics)

Intro to Presentations (layout & transitions)

Technology Trends and Directions

**Specific Content**

**Resources**