

High School (9-12)

Computer Literacy

Pre-requisite: Keyboarding Speed of 25wpm
Teacher: Karen Vandenberg

Although many students are well versed in the use of the computer, this course will take students beyond Internet, Facebook and e-mail. Students will develop skills in:

- *Microsoft Office (Word, Excel, Power Point and Outlook)
- *Adobe Photoshop Elements
- *Picasa photo editing and storage,
- *GIF Construction Set to animate their own clipart
- *Basic web page making (without a program)
- *Windows Movie Maker

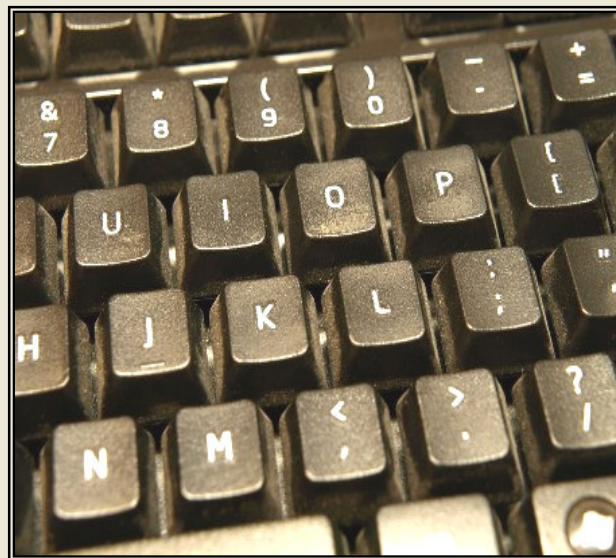


Photo by Karen Vandenberg

The year will begin with a typing speed test, and then a lesson on computer, e-mail, and Internet ethics with regards to privacy, copyrights and uses. All instruction will be projected so that students can follow along visually as they learn to use the tools of the programs in order to complete the assignments at home. Projects will include writing a report complete with footnotes, quotes and references, a variety of financial reports for their own (imaginary) small business, creating a web page for their own (imaginary) small business, a sideshow complete with music and animation which will then be made into a DVD, and a children's book, fully illustrated. Parents welcomed. Lesson suggestions are also welcomed as time permits.

Required Materials/Programs:

Laptop with Window XP, Vista, or 2000, to use in class

Windows Movie Maker

Paint

Microsoft Office (a legal copy installed)

Adobe Photoshop Elements (often included in Office)

CS versions can be used, but instructions will be given on Elements

Picasa 3 (a free download from Google.com)

Easy Thumbnails (a free download from Fookes.com)

Web access at home

Flash drive

Notebook and writing utensil

If you have access to the use of a digital camera, that will be handy but not required. Even a phone camera can be used for the assignments involving photos.

Copy Fee \$10 - or paperless (parents e-mail needed)

Children's Book color printing-\$5 (Book will be printed on my personal color laser printer at home)