COMPUTER LEARNING CENTER
ARCATA HIGH SCHOOL

1. **COURSE TITLE**:　　　**Computer Learning Center**

2. **CBEDS TITLE:**　　　Computer Operations, Computer Sciences

3. **CBEDS NUMBER**:　4601

4. **JOB TITLES:**　　　Computer Operator Clerical　DOT 213.362-010
　　　　　　　　　　　Secretary　　　　　　　　DOT 201.362.030

5. **COURSE DESCRIPTION**:
   The Computer Learning Center provides students instruction opportunities in various software applications. Students learn Microsoft Office 2000, which includes Word 2000, Access 2000, Excel 2000, and PowerPoint 2000. Students also learn Adobe Photoshop, Front Page, and basic HTML web design. Students also receive introduction to the World Wide Web.

   This course is project based. Throughout the semester, students apply their knowledge to create databases, memos, flyers, and brochures as well as their own personal resumes, cover letters, and follow-up letters.

6. **HOURS OF INSTRUCTION**:　90 hours (one semester) of instruction

7. **PREREQUISITES:**　Students must be enrolled at Eureka High School or Humboldt Bay High School. Students must be in their Junior or Senior year.

8. **DATE**:October, 2002

7. **COURSE OUTLINE**:
   A.　　　　　　　　　　　ESSENTIAL EMPLOYABILITY SKILLS**:**
   1.　Complete job applications
   2.　Write a current resume, cover letter and follow-up letter
   3.　Review interview techniques
   4.　Discuss professional image
   5.　Explore career opportunities
   6.　Demonstrate understanding of how to address customers, handle customer inquiries and interpret business policies to customers
   7.　Understand Copyright and Security laws and etiquette
   8.　Demonstrate entry level keyboarding and 10-key skills
   9.　Demonstrate entry-level skills using office equipment such as fax machines and copiers

   B.　　CONTENT AREA SKILLS:
   　　　Word Processing 1: Students will:
   1. Learn how to create documents and edit those documents.
   2. Demonstrate how to store specific information and files.
   3. Be able to format characters, paragraphs, and pages.

4. Understand how to use the writing tools.
5. Demonstrate knowledge of copying, moving, and printing.

Word Processing 2: Students will:

1. Demonstrate understanding of how to change printing features and orientation.
2. Be able to use page numbers, headers, and footers.
3. Understand how to use footnotes and endnotes.
4. Create and edit tables.
5. Create multiple column layouts.
6. Be able to use styles, templates, and wizards.
7. Demonstrate knowledge of how to use mail merge and create merged documents.
8. Be able to use graphics, text boxes and WordArt.
9. Understand how to use the outline feature.
10. Create and index and a table of contents.

Database: Students will:

1. Demonstrate knowledge of database terminology and concepts.
2. Be able to plan and create a database structure.
3. Demonstrate understanding of how to enter records, change field sizes, and alter column widths.
4. Demonstrate knowledge of how to add, delete, or change fields or records.
5. Be able to sort records.
6. Create reports or mailing labels from the database.

Spreadsheets: Students will:

1. Demonstrate knowledge of spreadsheet terms and concepts.
2. Create a simple spreadsheet from an illustration.
3. Create a formula to perform calculations.
4. Be able to format text and values.
5. Demonstrate understanding of how to copy, move, and change data.
6. Create and use ranges.
7. Be able to change column width and insert/delete rows or columns.
8. Demonstrate knowledge of how to use the undo command.
9. Be able to use Lookup functions.
10. Demonstrate knowledge of how to create pie, bar, and line charts.
11. Be able to troubleshoot spreadsheet errors.

Presentation: Students will:

1. Demonstrate the ability to use a word processing program to key formats and edit text.
2. Demonstrate knowledge of how to create, edit, and delete slides.
3. Be able to use view and layout options.
4. Understand how to add, delete, and move placeholders.
5. Be able to use slide masters.
6. Be able to use Draw shapes, Clipart, Import Graphics, Sound Clip, and Media Clip.
7. Demonstrate understanding of slide transitions and timing.

Desktop Publishing 1: Students will:

1. Demonstrate the ability to key formats and edit text.
2. Be able to utilize different font styles and sizes.
3. Demonstrate understanding of how to position and size a graphic image or a text box.
4. Be able to wrap or overlap text around a graphic image.
5. Be able to use shading, boxes, and liners.
6. Understand the design concepts of balance, focus, flow, and consistency.
7. Demonstrate knowledge of how to use columns and justification.

Desktop Publishing 2: Students will:

1. Be able to use columns, guidelines, and color palettes.

2. Demonstrate understanding of how to efficiently use cut, copy, paste, and pasteboard.
3. Demonstrate knowledge between resizing and cropping.
4. Demonstrate knowledge of proper DPI usage for graphics.
5. Be able to use text frames, text blocks, the grid manage, threading text, layers, stacking graphics, masking, master page, story editor, spell checker, find, text wrap, zoom, align objects, and snap to guides.
6. Be able to rotate objects.
7. Understand how to set default values.
8. Be able to define parts of the publication window including page, pasteboard, control palette, page icons, toolbox, and rulers.
9. Demonstrate understanding of how to insert, remove and sort pages.
10. Be able to use numbering, bullets, and alignment.
11. Demonstrate understanding of how to use appropriate design concepts such as use of white space, placement of text, style of font, and alignment.
12. Demonstrate understanding of font terminology.
13. Demonstrate knowledge of how to layout business publications such as flyers, business cards, letterhead, signs, forms, and booklets.
14. Understand how to create other parts of publications such as sidebars, blurbs, captions, and headlines.

Web Page Design: Students will:

1. Demonstrate ability to log in and out of a World Wide Web browser.
2. Demonstrate knowledge of introductory browser concepts and terminology.
3. Demonstrate the ability to operate a Web browser including menu functions, print functions, history functions, bookmark functions, and favorites functions.
4. Demonstrate the ability to copy and paste information.
5. Demonstrate knowledge of the parts of a Universal Resource Locator (URL) address.
6. Be able to save pictures, sounds, and media files.
7. Demonstrate understanding of viruses and how they infect.
8. Demonstrate the use of search engines.
9. Demonstrate a basic knowledge of Internet connections.
10. Demonstrate the ability to critically evaluate information found on the Internet.
11. Demonstrate the ability to create a bibliographic entry from an Internet site.

Adobe Photoshop 6 Students will:

1. Be able to utilize Photoshop tools such as Paintbrush, Marquee, Ellipse, Lasso, Blur, History, and Zoom.
2. Be able to create Photoshop files.
3. Demonstrate the use of layers.
4. Apply changes in color and texture.
5. Be able to crop images and change canvas orientations.
6. Save as JPEG or GIF.