

Introduction to Technology

“That’s not writing, that’s typing” – Truman Capote

“That’s not typing, that’s ...er....where are the home keys again?” – Mr. Ueland

COURSE DESCRIPTION:

In this year-long introduction to computer technology, all the keyboarding skills required for success at the logic/rhetoric level will be taught. Emphasis will be placed on proper and safe keyboarding technique as well as quality output. In the second half of the course we will learn the basics of the Microsoft Office application suite, the current industry standard. This portion of the class will be culminated with a Power point presentation project of the students own design.

PREREQUISITE:

None. This is an introductory course.

REQUIRED MATERIALS (please bring these everyday):

- 10 fingers (or we can make accommodations)
- a good attitude