

COMPUTER APPS

One Semester Course
Teacher: Mrs. Snyders

In this course you will develop a variety of technology skills useful in high school and beyond.

NOTE: This is a required class so you must pass to graduate!



Objectives: Upon successful completion of this course, you will be able to:

- Save and share documents with googledocs.com
- Edit digital pictures and create effects using *Adobe Photoshop*
- Create newspaper layout using *Adobe InDesign*
- Use numeric keypad for 10-key input
- Utilize online databases at *Iowa AEA Online* website
- Operate *Microsoft Office Suite* (emphasis on **Word & Excel**)
- Use Windows File Management System
- Use tech equipment including printer, scanner, digital camera, & Internet
- Create photo presentation using *Photo Story*

Text/Resources

Computer Programs: *Microsoft Office, Typing Tutor, Adobe Photoshop, Photo Story, & Internet Microsoft Office Introductory concepts and Techniques*, Shelly Cashman Series.

Assignments:

- All assignments are due at the beginning of class on the date due.
- Late submission of assignments will be assessed a penalty of 10% per day.

Success Tips

- Bring folder & pen to class
- Do the right thing