

Information Technology

The goal of the Information Technology Department of Bethlehem Catholic High School is to prepare our students to compete in a world that is ever more dependent on technology. Students completing courses in our department will gain a working knowledge of presentation and computer skills that will not only aid them in their college classes, but in the business world that lies ahead.

INTRODUCTION TO INFORMATION TECHNOLOGY

CREDIT 0.25 LEVEL 0

This course is required for freshman students. Students will receive instruction for three days of the six day cycle for one semester. It begins with Cyber security and Windows 10 fluency. Students continue learning Microsoft Excel including basic spreadsheets, formulas, functions, graphing, and formatting. Students then work in Microsoft Word to format documents and write a small research paper in the MLA style of documentation. At the conclusion of the semester, students learn to create PowerPoint presentations. No prior computer experience is necessary.

WEB DESIGN

CREDIT 1.00 LEVEL 3

This is a full year course which will give students the ability to create web pages that are reflective of real world use.

In the first semester, students will learn the basics of web page design using Hyper Text Mark-up Language (HTML) and Cascading Style Sheets (CSS). The first web pages that the students create will be done using elements and attributes using HTML5 code. Style sheets, using CSS will then be introduced to allow for the creation of more complex page designs, enhanced formatting, and multiple page web sites.

In the second semester, students will be creating web pages using the software program Dreamweaver, in conjunction with HTML 5 and CSS. The semester will begin using basic elements to design a single web page. As the semester progresses, students will create tables, templates, and forms; add links and graphics, and use audio and video to create enhanced web pages. No prior computer experience is necessary.

MICROSOFT OFFICE 2013

CREDIT 1.00 LEVEL 2

This is a full-year comprehensive course, which includes an introduction to computers and the Internet and Microsoft Office software applications: Word, Excel, Access, and PowerPoint.

Students will learn how to use basic Internet functionalities more effectively through the use of toolbars, tabs, windows, bookmarks and favorites along with Windows 10 skills.

The software applications will be covered in the following progression: Word, Excel, Access, and PowerPoint. Students will work through the basic concepts for each application, and then move on to more advanced concepts. As the year progresses, concepts from the previous applications will be incorporated into the current projects. No prior computer experience is necessary.