

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.

Beyond the requisite skills, all students will have a thorough appreciation for moral and ethical Christian values that are needed in order to live a fully developed Christian life.

INTRODUCTION TO INFORMATION TECHNOLOGY

CREDIT 0.25

LEVEL 0

This course is required for freshman students. Students will receive instruction for two days of the six day cycle for one semester. The course will include a brief introduction to computers, basic concepts in Microsoft Word and Power Point in order to create a flyer, prepare a "mock" research paper, and design several types of Power Point presentation slides. Students will learn how to set up an e-mail account, and some basic e-mail features. In addition, students will receive a brief introduction to the software program Paint.

WEB DESIGN

CREDIT 1.00

LEVEL 3

This full year course will give students the ability to create web pages that are reflective of real world use. The course is divided into two distinct semesters. 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 HTML 5 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 in a similar fashion as the first, 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 the Microsoft Office software applications: Word, Excel, Access, and PowerPoint.

The introduction to computers and the Internet will begin with discussions on the history of the Internet; the Internet vs. the World Wide Web (WWW); service providers, web browsers, and search engines; URLs and extensions; and the difference between software applications and operating systems.

Students will learn how to use the Internet more effectively through the use of tool bars, tabs, windows, bookmarks and favorites. The parts of a computer, how information is

processed, saving and storing documents using a hierarchy system, and different methods for searching and retrieving documents will also be covered.

The software applications will be covered in the following progression: Word, Excel, Access, Power Point. Students will work through the basic concepts for each application, and then move on to more advanced concepts. Some concepts from one application may be the same for other applications. As the year progresses, concepts from the previous applications will be incorporated into the current projects.

No prior computer experience is necessary.