

**MIDDLE SCHOOL
BUSINESS INFORMATION TECHNOLOGY**

Course Outline

- I. Applying Computer Basics
 - A. Computer Hardware and Software
 - B. Permanent and Temporary Storage Devices
 - C. Windows OS Basics
 - D. Future Trends in Technology
- II. Finding and Organizing Information
 - A. Find Information
 - B. Print Files
 - C. Managing Files
- III. Connecting to the World's Information
 - A. Computer Ethics and Crime
 - B. School Policy
- IV. Internet Safety
 - A. Safe Online Communication
 - B. Privacy Protection
 - C. Cyberbullying
 - D. Viewing Inappropriate Material
 - E. File Sharing
 - F. Appropriate Communication with Adults
- V. Social, Ethical and Human Issues
 - A. Security, IDs, Passwords
 - B. Social Networking and Cyber Bullying
- VI. Keyboarding
 - A. Effective and Proper Technique
 - B. Speed and Accuracy
 - C. 10-Key Pad Skills

- VII. Using Alternative Input and Output Devices
 - A. Train Speech Recognition Software
 - B. Dictating and Fixing Mistakes
 - C. Voice-Writing Skills
 - D. Other Alternative Devices
- VIII. Word Processing Productivity
 - A. Proofreading
 - B. Personal Business Letters
 - C. Reports and Outlines
- IX. Spreadsheets Productivity
 - A. Spreadsheet Basics
 - B. Formatting and Printing Worksheets
 - C. Using Formulas and Functions
- X. Creating Online Pages and Sites
 - A. Learning How the Web Works with HTML
 - B. Formatting Pages with Headings, Links Colors and Graphics
 - C. Creating Web Pages Using Word, Excel, PowerPoint and Google