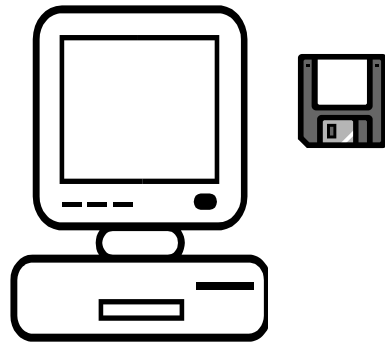


TECHNOLOGY



The Computer Department is in full support of the philosophy of Cathedral Preparatory School in the development of the whole man in spirit, body, and mind. As we advance further in the information age, it is the responsibility of this department to enable the student to use the technology as it is used in the adult world of business, science and education with integrity and with Catholic tradition ethics. It is also to provide the students with a perspective, awareness, as well as the skills that prepare them to enter tomorrow's changing world of employment and life-long learning.

TECHNOLOGY

451 Microsoft Word 2007	One Quarter
Grades: 10, 11, 12	Credit: .25
Prerequisite: None	
Word is the word processing component of the Microsoft Office Suite. Students learn the fundamentals of Word 2007 by creating announcements, business letters, research papers, reports, form letters and newsletters. Projects such as these demonstrate how to use spell checkers, a thesaurus, how to insert an organized table of data, apply a chart to data and how to add clip art to visually enhance the document.	
452 Microsoft Excel 2007	One Quarter
Grades: 10, 11, 12	Credit: .25
Prerequisite: None	
Excel is the spreadsheet component of the Microsoft Office Suite. Students learn the fundamentals of Excel 2007 by designing worksheets, creating charts, performing what-if analysis, and using worksheets for database creation and manipulation. Projects such as these demonstrate how to embed a chart, enter formulas, design charts based on entered data, apply built in spreadsheet functions, and how to use visual Basic for Applications.	
455 Microsoft PowerPoint 2007	One Quarter
Grades: 10, 11, 12	Credit: .25
Prerequisite: None	
PowerPoint is the graphics presentation component of the Microsoft Office Suite. Students learn the fundamentals of PowerPoint 2007 by using templates and style checkers to create an on-screen presentation. Clip art, sounds, animations and buttons allow the students to create an interactive presentation.	
468 Microsoft Publisher 2007	One Quarter
Grades: 10, 11, 12	Credit: .25
Prerequisite:	
Microsoft Publisher 2007 is used to create eye-pleasing flyers, handouts, newsletters, letterheads, greeting cards, resumes, and even web sites. Students focus on proper text and graphic layout while working with multiple page documents.	

462 Adobe Photoshop	One Quarter
Grades: 10, 11, 12	Credit: .25
Prerequisite: None	
This course introduces the student in the worlds leading photographic editor. They will be able to edit photographs, and place those photographs into print, web pages and other multimedia.	
463 Adobe Flash	One Quarter
Grades: 10, 11, 12	Credit: .25
Prerequisite: None	
Adobe Flash CS3 Professional software is the most advanced authoring environment for creating rich, interactive content for digital, web, and mobile platforms. Create interactive websites, rich media advertisements, instructional media, engaging presentations, and more.	
400 Introduction to Microsoft Office	One Semester
Grades: 9	Credit: .50
Prerequisite: None	
Introduction to Microsoft Office course will teach the skills you need for basic computing. This course introduces students to the new generation of Microsoft Office which uses features that are specifically designed to engage students, improve retention, and prepare them for future success. The hands-on approach allows the students a work with real world experiences and scenarios. This course will allow students to become more successful in their day to day computer usage at school.	