

## TECHNOLOGY 101

*This course will prepare students to creatively and productively use technology. Students will use Office 365, including Word, Excel, PowerPoint, and Publisher for educational and business purposes. To better prepare students for higher education and working in the real world, they will complete projects using Office 365, understand hardware consumer skills, learn news and media literacy skills, and practice digital citizenship. Additionally, students will learn and improve keyboarding skills, with a goal of touch-typing at 30 words per minute.*

### ADDRESS

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## TECHNOLOGY

101

PAYNE JUNIOR HIGH

*Semester only*

## UNITS COVERED



### UNIT 1

#### Keyboarding

Touch-typing, numbers, symbols and 10 key skills.



### UNIT 2

#### Office 365

Word, XL, PPT and Publisher



### UNIT 3

#### Hardware Consumer skills

Internal components

### Unit 4

Understanding search queries, digital  
Media and evaluate resources.

### Unit 5

Digital Citizenship

**“If we teach today’s  
students as we taught  
yesterday we rob them of  
tomorrow”**

**-John Dewey -**