Computer & Technology Applications

Instructional Area: Business Education
Subject: Computer & Technology Applications
Teacher: Mrs. Trammel
Level: Grades 9 – 12
Length: 1 Skinny – Entire Year
Credit: 1 Credit
Prerequisites: None

Course Description

This course is designed to provide with entry-level experience with practical applications through hands on use of word processing, presentation, database, spreadsheets, internet, and email to prepare elementary documents and reports. The impact of computers on society and ethical issues are presented. Integration of applications and Windows will also be introduced. Leadership development will be provided through FBLA.

Course Objectives:

Students will:

1. Identify and apply basic computer operating skills.
2. Identify basic system maintenance operations for hardware and software.
3. Explain and use concepts, terminology and applications of: windows operating system and integrated software package (Microsoft Office).
4. Demonstrate creating, editing, saving, revising and printing word processing documents; spreadsheets and related graphs; database files and related reports; presentation programs.
5. Identify and describe types of electronic communication.
6. Use a web browser to navigate hypertext documents, download files, and use search engines.
7. Discriminate between ethical and unethical uses of computers and information.
8. Demonstrate a basic understanding of issues regarding software copyright, software licensing, software copying, computer viruses, and ways to protect computers from computer viruses.
9. Demonstrate a basic understanding of the impact of computers on society.
10. Research and analyze career opportunities in information processing and develop an employment portfolio (letter of application, resume, etc.)
11. Demonstrate employability and social skills relative to the career cluster.
12. Apply math, science, and communication skills relative to class content.
13. Utilize activities of FBLA as an integral component of course content and leadership development

Grading System:

All assignments will be graded on a point system. All students will be able to figure their average at anytime simply by adding up the number of points they have and dividing by the total number of points available. Students should keep up with their points in their agenda books.

Performance and objective exams will be given at the end of each unit, and a comprehensive final exam will be given.

Portfolio Entries:

One portfolio entry will be required.

Units of Study

1. Windows, Alphabetic Keyboarding, Numeric Keyboarding, Symbols
2. Personal Notes/Memos/Letters
3. Desktop Publishing Unit
4. Reports/Outlines
5. Career Portfolio
6. Tables and Forms
7. Spreadsheet/Databases/Charts/Mail Merge
8. Business Simulation
9. Desktop Publishing Unit
10. KSB's, Timed Writings, Numeric Keypad

Academic Expectations:

1.1; 1.9; 1.11; 1.12; 1.16; 2.7; 2.34; 2.36; 2.37; 2.38; 5.3; 5.4; 5.5; 6.1
Goals 3 & 4

Classroom Rules:

See Rules and Requirements.

Materials Needed:

- o Pencil
- o Notebook
- o Folder

Note to Parents/Guardians

Feel free to call or e-mail me at marideth.trammel@allen.kyschools.us at anytime if you have any questions about your student's progress.

I have read and understand all of the items in the above syllabus.

_____   _____
Parent Signature   Date   Student Signature   Date