

2010-2011 Advanced Computer Applications Syllabus

This course is also known as Digital Technology III

Kofa High School

Career Technology Education (CTE) Department

Mrs. Sally A. Rodriguez srodriguez@yumaed.org

502-5500 (direct line to my computer lab)

Tutoring available 1 hour after school Monday-Thursday

(Additional tutoring time by appointment only)

Attention Parents:

Parents are encouraged to track students progress via eSIS Parent Assistance https://parentasst.yumaed.org/aal_pa/

Information for this website can be obtained through the Registrar's Office 502-5400

Course Description:

ADVANCED COMPUTER APPLICATIONS #722 (This course is a full school year) (11, 12) (elective credit)

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AWC CIS 102 USING A MICROCOMPUTER (3 college credits)

Prerequisite: Computer Applications I and II

Lab Fee: \$10.00 per semester

Credit .5 per semester

Advanced Computer Applications is a full year course. Students will apply academic, personal and business concepts using Word, Excel, database technology, Internet applications, Web Design and HTML. Upon completion of this course, students will be prepared to complete their testing for their MOUS (Microsoft Office User Specialist) certification. *In order for a student to receive AWC Credit, tuition and enrollment paperwork is due at the beginning of second semester. Students interested in dual credit need to handle the paper work with their guidance counselor.*

Course Objectives:

1. Students will apply academic, personal and business concepts using Word (word processing), Excel (spreadsheet), Access (database), technology, Web Design, HTML and Internet applications.
2. Students will continue to develop their skills in keyboard and improve upon their speed and accuracy.
3. Students will continue to gain knowledge and skills in specific office occupational areas.
4. Students will continue to develop proper telephone and filing skills
5. Students will demonstrate weekly professional dress and behavior expected of them on the job.
6. Students will participate in leadership development, as well as Internet literacy.
7. Students will demonstrate proficiency using search engines, effective Boolean search strategies, in addition to email, and copyright
8. Students will continue to practice ethical behavior in the workplace.

Course Requirements:

1. Be prepared for class; this includes completed assignments, class files, and paper and pen **DAILY**.
2. Adhere to **POSTED** rules in the computer lab.
3. Aside from water, which must have a closed lid, NO food or drink in computer lab
4. Be courteous and respectful.

Grading Policies:

Grades will be based on points earned by the students. Points can be earned as follows:

Daily Participation and Effort

Bell Work and Projects

Lab Assignments and Test

Oral Presentations (in front of classmates and teacher)

Professional Dress and Guest Speakers

Job Shadow (mandatory once a semester, date time frame to be determined at a later date)

- Extra credit available if student has attempted every assignment
- The total amount of points each grading period will differ

Grade Percentages will be as follows for each semester: 30% - 4th & 5th 6 weeks, 25% 6th 6 weeks, 15% - Final Exam

Absences – Excused/Unexcused

DAILY Attendance is MANDATORY!
(See student handbook regarding absences)

There will be no teacher option this year. *Make up work **MUST be pre-determined by teacher BEFORE** attending Saturday school. It is the responsibility of the student to turn in the assigned work for the absence to be excused.

Professional Dress:

The purpose of professional dress is to demonstrate dressing for a job interview as well as allowing the student to be comfortable in professional dress attire. Professional dress days will be **required once a week** and it is up to the student to select the day they will come professionally dressed. Students will also be responsible for notifying the teacher that they are dressed professionally that day for points to be awarded.

- Additional required professional days will be when a guest speaker is scheduled. Students will be notified at least one week in advanced.

Professional dress clothes can be purchased at a second hand store to cut cost. Students who need assistance finding and purchasing professional dress clothes should speak with me privately and immediately. The week of August 30th will be the start date for professional dress.

Business Organization: Optional

Future Business Leaders of America (FBLA)

Welcome to the largest and oldest business student organization in the world! A quarter of a million high school and middle school students, college and university students, faculty, educators, administrators, and business professionals have chosen to be members of the premier business education association preparing students for careers in business.

Why is FBLA-PBL so popular? It's simple. We have developed a unique value program that excites students, faculty and administrators, and business professionals to join our organization. If you are interested in developing leadership, communication, and team skills, or simply looking for an organization to meet and network with others at the local, state and national levels, then FBLA-PBL is the organization for you.

Future Business Leaders of America-Phi Beta Lambda is a nonprofit 501(c)(3) education association with a quarter million students preparing for careers in business and business-related fields. The association has four divisions:

Future Business Leaders of America (FBLA) for high school students

FBLA-Middle Level for junior high, middle, and intermediate school students

Phi Beta Lambda (PBL) for post-secondary students

Professional Division for business people, FBLA-PBL alumni, educators, and parents who support the goals of the association.

FBLA-PBL is headquartered in Reston, Virginia, and organized on local, state, and national levels. Business teachers, advisers, and advisory councils (including school officials, business people, and community representatives) guide local chapters. State advisers and committee members coordinate chapter activities for the national organization.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Teacher Signature: _____

Date: _____