

2010-2011 Computer Applications II Syllabus
This course is also known as Digital Technology II

Kofa High School

Career Technology Education (CTE) Department

Mrs. Sally A. Rodriguez srodriguez@yumaed.org

Tutoring available 1 hour after school Monday-Thursday

502-5500 (direct line to my computer lab)

(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:

COMPUTER APPLICATIONS II #710 (This is 2nd semester of a year course) (9, 10, 11, 12) (elective credit)

This course is also known as Digital Technology II

Prerequisite: Computer Applications I #702 Lab Fee: \$10.00 per semester Credit .5

Digital Technology II is a hands-on computer-oriented course. This course is highly recommended for all students who want to be school office assistances are college bound, or who plan to enter today's competitive job market. Instructional strategies include problem solving and critical thinking activities, teacher and guest speaker interactive learning, collaborative instruction, and computer technology applications.

Course Objectives:

1. Students will advance their skills in Word (word processing), advanced Excel (spreadsheet), Access (database), presentation and desktop publishing software and email.
2. Students will learn advanced Internet functions using specific research tools as well as etiquette, copyright and legal issues.
3. Students will keyboard at higher levels of speed and accuracy.
4. Students will also expand their knowledge and skills in specific office occupational areas.
5. Students will become familiar with proper telephone and filing skills and professional behavior expected of them on the job.
6. Students will explore a career planning and job searching skills
7. Students will demonstrate employability skills which includes communication skills in business situations
8. Students will explore the legal and ethical environment of business
9. Students will explore economic principles to business operations and management
10. Students will apply problem solving and decision making processes to business situations
11. Students will apply technology to support business operations
12. Students will prepare financial records and accounts
13. Students will apply marketing principles to business operations

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

Lab Assignments

Projects

Test

Oral Presentations (in front of classmates and teacher)

Professional Dress

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 January 24th 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: _____