

COMPUTER APPLICATIONS 2 -- Outline

Purpose

Computer Applications 3 is a one-semester course designed for the college-bound student, as well as any student desiring to continue learning an effective aid to efficient living. Students will learn advanced features in word processing using WordPerfect 8.0, desktop publishing concepts, and Microsoft Publisher software. Students will be exposed to a strong background in the design and layout of published documents by producing their own individual employment portfolio. The final outcome of the portfolio will have the students showcasing themselves as a present and future employee and academic student.

Method of Instruction

The thrust of the course is for the student to acquire a series of personal and business skills necessary for proficiency in computer use in a college environment, a small business, or for personal use. Using supplemental textbooks as base references, each of these skills is either introduced by the teacher in the classroom presentation or students are given an instruction packet and teacher acts as a facilitator. Examples are given and questions answered. Student's are assigned a "partner" for the marking period and a great deal of emphasis is placed on "teamwork." Many of the projects assigned are completed with the partner and sometimes two groups work together to complete the assignment. Students are assigned a series of practice exercises designed to develop mastery of the skill and these are continually reinforced throughout the semester. Teacher and student constructed exercises are used to supplement the textbook material.

All projects are turned in for evaluation and many of the projects are used in the Employment Portfolio each student is developing. Tests are given throughout the course and there is a final examination. It is the nature of the course to teach and reteach topics throughout the semester to ensure mastery through continuous reinforcement and cooperative learning.

Proficiencies

There are eight major topics included in the course: Teamwork, Business Education Employment Portfolio, Writing Samples (including a professional resume), Desktop Publishing Concepts, Advanced WP8.0 uses, and Advanced Microsoft Publisher uses. The focus of these topics is accomplished by having students learn the "procedure" then doing similar tasks throughout the course to ensure mastery and enable students to select appropriate tools/technology for specific activities.

Students will work independently and cooperatively to accomplish the following:

1. Demonstrate employability skills and work habits.
2. Describe importance of personal skills and attitudes to job and academic success.
3. Describe importance of academic and occupational skills to achievement in the work world.
4. Will create an individual Business Education Employment and/or Academic Portfolio showcasing themselves as a present and future employee and/or college student. The portfolio will contain:
 - a. Table of Contents
 - b. Cover letter of introduction and intent of portfolio
 - c. Professional resume
 - d. Writing Samples which include the two most asked questions on an interview: Would you please tell me about yourself? and Why should I hire you?
 - e. Powerpoint presentation introducing themselves to a prospective employer (this section to be completed in Computer Applications 4)
 - f. A list of questions they would like to ask a prospective employer
 - g. Examples of projects completed in their training
 - h. Letter of recommendation/commendation from present employer or academic counselor, faculty member, etc.
 - i. Personal business cards and letterhead
 - j. Follow-up brochure thanking viewer for browsing through the portfolio
5. Will select appropriate tools for specific activities.

6. Access technology-based communication and information systems.
7. Use technology to produce products.
8. Use technology to create and print designs.
9. Use models, relationships, and observations to clarify problems and potential solutions.
10. Organize and evaluate information for appropriateness and completeness.
11. Evaluate the effectiveness of various solutions.
12. Utilize desktop publishing concepts to produce professional documents.
13. Will prepare two writing samples containing answers to the two most asked questions on an interview.
14. Will work cooperatively with others to accomplish a task.
15. Evaluate their own actions and accomplishments.
16. Provide constructive criticism to others.
17. Describe the roles people play in groups.
18. Use time efficiently and effectively.
19. Utilize various software to produce professional documents with both texts and graphics.

HOMEWORK POLICY:

Since most of the work requires access to a computer, the student who does not have such access should expect, on occasion, to come to the computer lab in addition to the normal class time, in order to complete all assignments. This is particularly true for students who fall behind because of absence. The work must be completed, and the computer lab is available during and after school hours to allow students to make up any work missed.

Some reading, planning, and design assignments are given to be done at home without the use of a computer. These assignments must be completed on time so that the student is prepared to discuss or work on the assignment during class time on the appropriate day. If the student cannot participate due to lack of doing homework, classwork will have to be completed after school. For each day late with a completed project, student's average is effected by one grade. Homework needs to be submitted on time so that class time can be utilized efficiently.

MAJOR MATERIALS:

Supplemental Texts used: Learning Desktop Publishing - WP8.0 for Windows, DDC Publishing.

WP6.1 for Windows Desktop Publishing, Paradigm Publishing
Advanced.

Microsoft Publisher 2.0 for Windows, South-Western Publishing.

Business Desktop Publishing Applications, Job-Based Tasks, Paradigm Publishing.

Software: WP8.0 for Windows, Microsoft Office 2000, Microsoft Publisher 2000, Netscape Navigator (Internet)

EVALUATION:

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| Class Participation | 10% |
| Teamwork | 10% |
| Class Assignments | 30% |
| Projects | 20% |
| Quizzes | 10% |
| Portfolio | 20% |