

Name of Course: Computerized Office Technology 2

Level of Course: Modified

Grade levels offered to: 10 through 12

Course number: 652.01

Number of credits: 5

Prerequisites: Computer Office Technology 1

Course Description:

Computerized Office Technology 2 is a full year course designed for the student who desires to learn an effective aid to efficient living. Students will use their keyboarding skills to learn and/or review basic Information Processing, Desktop Publishing, basic Spreadsheets and the basics of PowerPoint presentations. Students will use technology applications and tools to solve problems, improve learning and produce products and presentations. Instruction is presented in a small class environment which will provide for much individualized instruction. Emphasis is placed on computer literacy, editing, correct techniques, decision-making skills and good work habits.

Standards Targeted Throughout this Curriculum:

Cross Content Workplace Readiness Standards

- § Demonstrate employability skills and work habits, such as work ethic, dependability, promptness, and getting along with others, needed to get and keep a job. (CCWRS 1.1)
- § Describe the importance of personal skills and attitudes to job success. (CCWRS 1.2)
- § Identify skills that are transferable from one occupation to another. (CCWRS 1.5)
- § Describe the importance of academic and occupational skills to achievement in the work world. (CCWRS 1.7)
- § Understand how technological systems function. (CCWRS 2.1)
- § Select appropriate tools and technology for specific activities. (CCWRS 2.2)
- § Demonstrate skills needed to effectively access and use technology-based materials through keyboarding, troubleshooting, and retrieving and managing information. (CCWRS 2.3)
- § Use technology and other tools to solve problems, collect data, and make decisions. (CCWRS 2.7)
- § Use technology and other tools, including word-processing, spreadsheet and presentation programs, and print or graphic utilities, to produce products. (CCWRS 2.8)
- § Use technology to present designs and results of investigations. (CCWRS 2.9)
- § Recognize and define a problem, or clarify decisions to be made. (CCWRS 3.1)
- § Select and apply appropriate solutions to problem-solving and decision-making situations. (CCWRS 3.13)
- § Evaluate the effectiveness of various solutions. (CCWRS 3.14)
- § Formulate questions and hypotheses. (CCWRS 3.3)
- § Organize, synthesize, and evaluate information for appropriateness and completeness. (CCWRS 3.8)
- § Interpret and analyze data to draw conclusions. (CCWRS 3.12)
- § Apply problem skills to original and creative/design projects. (CCWRS 3.15)
- § Work cooperatively with others to accomplish a task. (CCWRS 4.2)
- § Evaluate their own actions and accomplishments. (CCWRS 4.3)
- § Use time efficiently and effectively. (CCWRS 4.9)
- § Apply study skills to expand their own knowledge and skills. (CCWRS 4.10)
- § Explain how common injuries can be prevented. (CCWRS 5.1)
- § Demonstrate principles of safe physical movement. (CCWRS 5.3)
- § Demonstrate safe use of tools and equipment. (CCWRS 5.4)
- § Identify common hazards and describe methods to correct them. (CCWRS 5.6)
- § Identify and follow safety procedures for laboratory and other hands-on experiences. (CCWRS 5.7)
- § All students will use technology skills and tools to gather and organize information and to solve problems (CCWRS 8.1)

General Objectives:

1. Demonstrate understanding of basic keyboarding after a review of Computer Technology 1.
2. Demonstrate understanding of all functional parts of the PC reinforced from Computer Technology 1.

3. Demonstrate proficiencies of formatting business and personal letters, merge documents, short reports, memorandums, tables, centered materials, and other related business forms.
4. Demonstrate ability to keyboard at a reasonable rate of speed with a minimum of errors.
5. Demonstrate their understanding of the PowerPoint presentation program by creating a simple, but professional-looking PowerPoint presentation about themselves consisting of a minimum of 5 slides.
6. Demonstrate understanding of the Excel Spreadsheet program by formatting spreadsheets attractively, performing calculations and creating simple graphs.
7. Develop ability to take notes efficiently in order to work independently after instructions are given and to edit work carefully before submitting.
8. Begin to develop attitudes and efficiencies necessary to perform in an office situation.
9. To work independently and at their own pace in a business simulation, which incorporates all skills, learned in the course.
10. To treat each other with respect and be able to adhere to all rules and regulations of the class.

Materials/Resources

WordPerfect 6.1—SouthWestern
 Word Processing and Desktop Publishing Applications—Platt
 DDC—Computer Applications for Business
 Supplemental Work Sheets
 Ocean View—A Business Simulation

Assessment:

Authentic assessment methods are ways of evaluating student abilities in a process-based classroom; these methods include: design portfolios and journals, student presentations/demonstrations, simulations, oral exams, teacher observations, student self-assessment. The primary purpose of assessment is to assist the students in the learning process. When identified, student's strengths are used to help guide them toward areas in which they will excel. The teacher selects the most appropriate assessment method(s) for each behavioral objective during learning activities.

Student Progress: The assessment of student progress in the objectives cited on the previous pages will be primarily by, but not limited to the following criteria:

Tests	20%	Third Marking Period	
Timed Writings	10%	Simulation	80%
Classwork	70%	Tests	20%
Total	100%		

Students are evaluated on both skill and knowledge of content. The primary means of evaluation is through the work produced in class. A Rubric is used for evaluation of PowerPoint Presentation.

Homework and Extra Credit Policy:

Homework is not given in the computer classes—all work should be done during class time or after school labs if missed work
 Extra credit assignments are provided for those students who complete work early

Lab/Classroom set up and special needs:

A special lab is set up for the students after school—one day each week in the event they have to make up work and wish to redo an assignment for a better grade.