

Computing for College and Careers



Pre-Requisites: None

Credits: 0.5 (per segment)

Estimated Completion Time: 2 segments/ 32-36 weeks

Earliest Start Date: March 2014

Description

This course is designed to provide a basic overview of current business and information systems and trends, and to introduce students to fundamental skills required for today's business and academic environments. Emphasis is placed on developing proficient fundamental computer skills. The intention of this course is to prepare students to be successful both personally and professionally in an information based society. Computing for College and Careers includes proficiency with computers in the exploration and use of: databases, the internet, spreadsheets, presentation applications, management of personal information and email, word processing and document manipulation, and the integration of these programs using software that meets industry standards.

Eligible students will have the opportunity to earn their Microsoft Office Specialist certifications in Word, Powerpoint, and Excel.

Major Topics and Concepts

Segment 1:

- Internet Basics
- Hardware Research
- File Management
- Keyboarding Skills
- Writing Skills
- Downloading and Installing Software
- Memos, Business Letters, and Reports
- Netiquette
- Word processing skills using MS Word
- Vocabulary/Spelling
- Capitalization Rules
- Proofreading
- Organization Skills
- Time Management
- Teamwork
- Conflict Resolution
- Constructive Criticism
- Operating Systems
- Windows Basics
- Telephone Techniques
 - Graphics Presentations using MS PowerPoint

Segment 2:

- Improving Keyboarding Skills
- Spreadsheets using MS Excel
- Database Basics
- Databases using MS Access
- Software Upgrades
- Emerging Technologies
- Evaluation of Technology
- Building Business Relations
- Career Aptitude Test
- Career Research
- Job Interviews
- Personnel Policies
- Hardware Training
- Repetitive Stress Injury
- Writing a Resume
- Oral Report
- Creating Business Cards
- Quality Service
- Ethics
- Metrics Conversion
- Interpreting Graphs/Charts
 - Writing/formatting skills

Required Materials

Course Objectives

Grading Policy

Besides engaging students in challenging curriculum, the course guides students to reflect on their learning and evaluate their progress through a variety of assessments. Assessments can be in the form of practice lessons, multiple choice questions, writing assignments, projects, research papers, oral assessments, and discussions. The course will use the state-approved grading scale and each course contains a unique end of course assessment. This assessment counts for 20% of the student's overall grade and must be passed with a score of 60% or higher.

Communication Policy

To achieve success, students are expected to submit work in each course weekly. Students can learn at their own pace; however, "any pace" still means that students must make progress in the course every week. To measure learning, students complete self-checks, practice lessons, multiple choice questions, projects, discussion-based assessments, and discussions. Students are expected to maintain regular contact with teachers; the minimum requirement is monthly. When teachers, students, and parents work together, students are successful