

**BROCKTON PUBLIC SCHOOLS
BROCKTON HIGH SCHOOL
VOCATIONAL AND CAREER EDUCATION**

Business Education Standards – 21st Century Computer Applications 690

21st Century Computer Applications is a one semester course, primarily freshmen which meets alternate days. This course is designed to provide students with a solid foundation using fundamental “computer literacy” concepts focused on the Microsoft (MS) Office 2016™ and the Office 365™ software (Word, Excel, Publisher, Power Point) including keyboarding preparedness skills.

Students will increase their typing ability in accordance with industry standards as stated in the DESE VBUS Frameworks (*Standard 2.B.03.01*) while learning how to: create common school and business documents using Word, format financial data using Excel, develop and design brochures using Publisher, prepare presentations of graphics/data using PowerPoint, exercise proper use of the Internet for research and value of Social Media for information exchange.

The purpose of this course is to ensure that all students entering Brockton High School receive equitable training in the use of technology to increase their level of proficiency using technology and computer applications to become increasingly successful in the classroom and work place.

This course has been aligned with: the BHS Literacy Goals, NCTM standards, NBEA Computation Standards, and the Massachusetts Curriculum Framework Standards for Instructional Technology, as well as the MA DESE standards associated with the Business Technology and Vocational Technical Education Frameworks, The ELA & Literacy Frameworks and Digital Literacy and Computer Science Frameworks.

ACHIEVEMENT STANDARDS

- Reinforce literacy skills in reading, writing, speaking, and reasoning
- Learn to touch type using web-based keyboarding programs striving for speed and accuracy.
- Learn to use and navigate the BPS network & Office 365™ for file management
- Learn how to access Student BPS Email Accounts in an out of school
- Create an electronic portfolio and navigate OneDrive™
- Create and edit common business and personal documents
- Discuss and identify ethical behavior in using the Internet and computers
- Utilize the World Wide Web as a research tool
- Familiar with the navigation of MS Office Desktop & the Office 365™ Web-Based Apps
- Utilize word processing software to produce various business and personal documents
- Utilize spreadsheet software to enter, manipulate, and analyze data through charts & graphs
- Gain knowledge of the menu commands of presentation/graphics software to build graphic presentation products
- Understand common used vocabulary terms/phrases associated with computer applications, software and hardware.

GRADING POLICY

Students will be assessed based on completion of project-based work using rubrics with clear expectations and goals.

Class Activities (Project Based)	= 80% of Class Grade.
Student Work Habits	= 10% of Class Grade
Keyboarding Skills	= 10% of Class Grade.
Total Class Grade	= 100%

HOMEWORK:

Students should practice typing 10 minutes, nightly, on www.Typing.com using proper finger placement.

REFERENCE MATERIALS:

- The Office Specialist.com: the Microsoft Office experts: real-world, client-based Microsoft Office projects. Warwick, RI: B.E. Publishing, 2011. Print.
- “Learn & Teach Typing, Free.” *Learn to Type | Free Typing Tutor - Typing.Com*, 9 Sept. 2017, www.typing.com