

**BROCKTON PUBLIC SCHOOLS
BROCKTON HIGH SCHOOL
BUSINESS, TECHNOLOGY, AND CAREER EDUCATION**

Business Education Standards – COMPUTER APPLICATIONS 690

Computer Applications is one semester, primarily freshmen and upper classmen course. This course meets every other day and is designed to give students a solid foundation in keyboarding using web-based keyboarding tutorial applications. They will also acquire a solid foundation using Microsoft Office Programs such as Word, Excel, Publisher, Power Point and most importantly navigate Office 365™.

Students will learn how to create common school and business documents using Microsoft Word, formatting financial data using Excel, develop and design brochures using Publisher, presentation of graphics using PowerPoint and proper use of the Internet for research and the value of Social Media for information exchange.

Students will be required to sign an Internet Acceptable Use Policy in accordance with the BHS handbook and school policy.

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 in accordance 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 for file management
- 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)	= 85% of Class Grade.
Student Work Habits & Conduct	= 10% of Class Grade
Keyboarding Skills	= 5% of Class Grade.
Total Class Grade	= 100%

REFERENCE MATERIALS

- The Office Specialist.com: the Microsoft Office experts: real-world, client-based Microsoft Office projects. Warwick, RI: B.E. Publishing, 2011. Print.
- Common Sense: The Digital Life." Common Sense. N.p., n.d. Web. 9 Aug. 2016 Century 21
- "Learn & Teach Typing, Free." *Learn to Type | Free Typing Tutor - Typing.Com*, 9 Sept. 2017, www.typing.com/.