



### **Applied Technology** 2014-2015

#### Course Description:

This course was designed to prepare students to use classroom technology to enhance learning throughout the remainder of their academic life and beyond. Touch typing is taught using webbased self-paced software. Student learn how to explore careers of their choice while being introduced to all the career acquisition documents and learning how to create their own real documents. All students participate in Career Day where they go to information sessions with a variety of careers and experience a mock interview. This class meets for the entire year once every three days or twice every 6 day cycle.

#### Course Content:

- Word Processing Word, Pages, Google Docs
  - Tables
  - Personal Letter
  - Business Block Letter Styles
- Spreadsheet Excel, Google Spreadsheets
  - Creating Spreadsheet
  - Basic Formulas
  - Creating Charts
- Presentation Software PowerPoint, Keynote, Google Presentations
  - Presentation Skills
  - Animation
  - Transitions
  - Inserting pictures and movies
- File Management Windows Xp, OsX
  - File naming
  - File organization
  - File saving on network folder vs local drive vs Cloud
  - File saving to USB drive
- Movie Making iMovie
  - Storyboarding (organization)
  - Filming Techniques
  - Film Editing
- Career Day search and documents creation
  - Introduction to personality styles
  - Interest Surveys
  - Career Exploration & Supporting Document creation
    - Personal Data Sheet
    - Cover Letter
    - Resume
    - Thank you Letter
    - Mock Interview

- Touch typing/keyboarding skills
  - Accuracy is developed then speed
  - National Standard is 35 word per minute by end of 8<sup>th</sup> grade

Required Textbooks and/or Other Reading/Research Materials

There is no required textbook. The teacher will use current articles, online resources such as Atomic Learning, Microsoft Office 2007 Software, Apple iLife Software, Google software, Career Cruising Website, TypingPal and Teacher-produced material.

Course Requirements:

Students are expected to use blackboard classroom management system for online communications such as announcements, assignments, lesson documents, examples, and assessments (quizzes, tests and exams). Pennsylvania Career and Work Education Standards will be incorporated throughout the course as well as some Science and Technology Standards and Reading and Writing Standards. Students will create an electronic and hard copy career portfolio which will be used in the Computer Applications Technology course during tenth grade. Students are expected to complete all homework and class assignments on time. Touch Typing is taught using a web based self-paced software called TypingPal. All students are required to practice three time a week outside of class. TypingPal is the majority of the homework assigned during this course. Before school, during homeroom and activity period as well as after school the computer lab is open for students to make up their missed work or use the computers if their home computer is not working.

All students will be required to follow the computer acceptable use policy found in the student handbook. All students must have their Internet Permission form signed and returned prior to going online during class for this course.

Grade Components/Assessments:

Grades will be based on students completion of class projects, assignments, homework, class participation, quizzes and exams. Each project/assignment will be graded based on production and format; the percentage for each will vary dependent upon the project/assignment. Grades will be based on a point system that will be converted into overall percentages. Student points earned/possible points.

Each marking period is worth 20% of a student's overall grade. The midterm and final exam are each worth 10% of a student's overall average:

Quarter 1	20%
Quarter 2	20%
<b>Midterm</b>	<b>10%</b>
Quarter 3	20%
Quarter 4	20%
<b>Final</b>	<b>10%</b>

Required Summer Reading/Assignments:

Completion of assignments. No summer reading required