Career and Technology Applications
2013-2014

Course Description:
Full-Year Course - Grade 10 - 1.00 Credit. Required Sophomore Year.

This course is a graduation requirement for all tenth grade students not attending LCTI. Students learn software applications while creating and producing various business and career-related documents and products. Communication skills are practiced through group and individual project demonstrations and presentations. PA Career and Work Education standards and technology concepts are incorporated throughout the course. Students create an electronic and hard copy portfolio.

Students will participate in cyber safety activities and digital citizenship lessons to develop skills and awareness for responsible behavior as participants in the world's global network.

Course Content:
Word Processing Activities
•	Letters, Reports and Tables
•	Employment and Career Documentation
•	Resume, Cover Letter, Thank You Letter, Job Application

Spreadsheet Activities
•	Payroll Calculations
•	Checkbook Simulation
•	Charts – Bar, Line, Pie
Desktop Publishing
•	Tri-Fold Brochure
•	Business Card
•	Thank You Card
•	News Letter
Digital Citizenship
•	Cyber Bullying
•	Nettiquette
•	Establishing a respectful on-line presence
•	Identity Theft and E-commerce
Presentations
•	Garage Band - Interviewing Skills
•	PowerPoint - Career
•	PowerPoint – How-To
•	Photo Story Project
•	iMovie Project
•	Virtual Business Success Projects

Electronic Portfolio

Required Textbooks and/or Other Reading/Research Materials
Microsoft Office 2007 Software
Apple iLife Software
Virtual Business Software Packages
SAM 2007
Career Cruising Website
Atomic Learning
Teacher-produced materials

Course Requirements:
Students are required to complete all projects, tests and assignments in the business computer labs located in Rooms 113 and 115. Failure to complete assignments will affect the student's overall grade. Students are required to keep a portfolio. Students are required to have a minimum 1" hard cover 3-ring binder, and 25 sheet protectors.

Because students are required to do all documentation preparation in class, there is very little homework.

Grade Components/Assessments:
Students are graded on a total point system. The percentage is calculated by dividing the total points received by the total points possible. Rubrics will be used where appropriate.

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%
Midterm	**10%**
Quarter 3	20%
Quarter 4	20%
Final	**10%**

Required Summer Reading/Assignments:
Not applicable.