

COURSE TITLE: Computer Apps II

GRADE LEVEL: 9-12

CODE: BCT302

COURSE LENGTH: 18 weeks

PREPARATION: Keyboarding, Computer Apps I

Major Concepts/Content: Computer Applications II: Cyber Café is designed to provide the student with the opportunity to choose one of two options: (1) continuation of Computer Applications I: Cyber Café modules based on interest; (2) development of a special interest project approved by facilitator which integrates a variety of technology applications. This course will continue to strengthen the student knowledge and ability to utilize technology tools for personal use, employment and advanced education.

Major Instructional Activities: Computer Applications II: Cyber Café offers a full menu of advanced technology application modules and special interest projects that require the application of advanced skills. Instruction will be provided in a lab utilizing individualized instruction and electronic learning services. The Cyber Café menu includes but is not limited to the following options:

Word Processing (Advanced Applications and Projects)	Information Literacy
Spreadsheets (Advanced Applications and Projects)	E-Communications
Databases (Advanced Applications and Projects)	Operating Systems
Presentations (Advanced Applications and Projects)	Imaging Programs
Graphics (Advanced Applications and Projects)	Security
Wireless Devices and Innovations	Code of Ethics
Self and Society	Integrated Projects
Emerging Technologies	

Major Evaluative Techniques: Students will be required to demonstrate an understanding of the technology applications by passing objective tests, problem-solving tests, and the successful completion of projects.

Essential Objectives: Upon completion of the course, students should be able to

- Select the appropriate application program for a problem.
- Demonstrate ability to apply advanced applications in project design and development.
- Use database management software to demonstrate an understanding of database design, creation, data input, data manipulation (search/sort/query), data editing, and report production.
- Use spreadsheet software to demonstrate an understanding of spreadsheet design (including "what-if" questions), formula development, editing, formatting, and printing procedures.
- Create charts and graphs using spreadsheet data.
- Analyze and evaluate solutions.
- Integrate various applications such as spreadsheets, databases, and graphics and word processing documents, etc.
- Use software to design, create, import data/graphics, edit, format, sequence, and produce a variety of applications.
- Maintain files appropriately.
- Demonstrate an understanding of security and risks.
- Demonstrate use of a scanner, digital device, and other hardware tools.
- Demonstrate use of wireless and other innovative devices.
- Demonstrate use of imaging software.
- Demonstrate basic knowledge of operating systems.

- Demonstrate information literacy skills.
- Understand the concepts of ethical issues as related to information systems (e.g. privacy, property, and access).
- Demonstrate competence in creating an advanced project using a variety of technology tools.