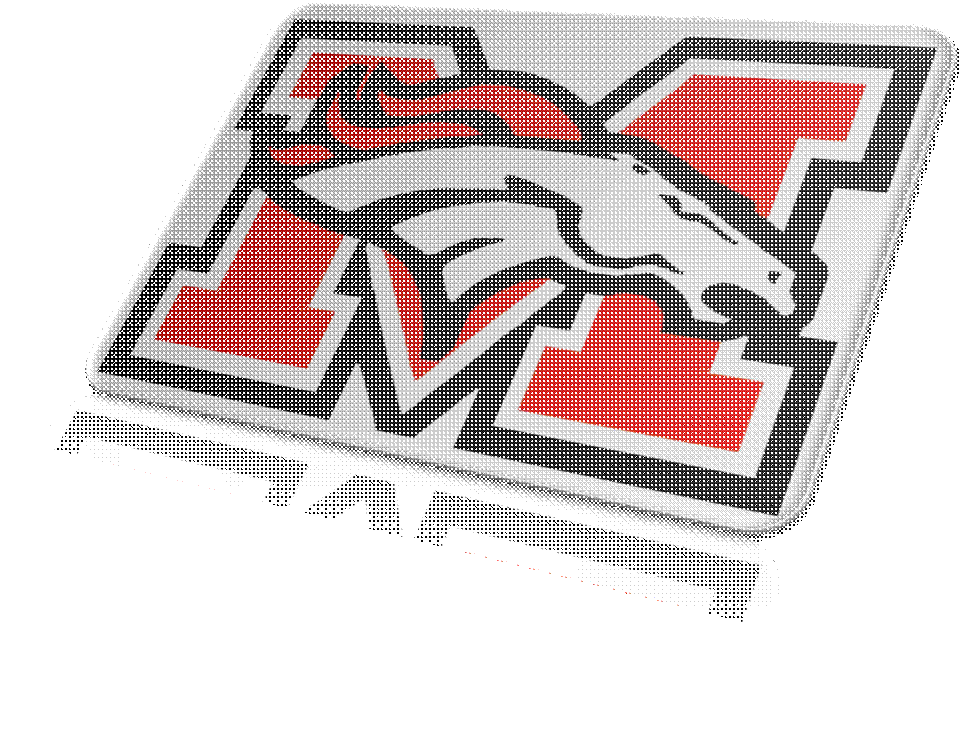
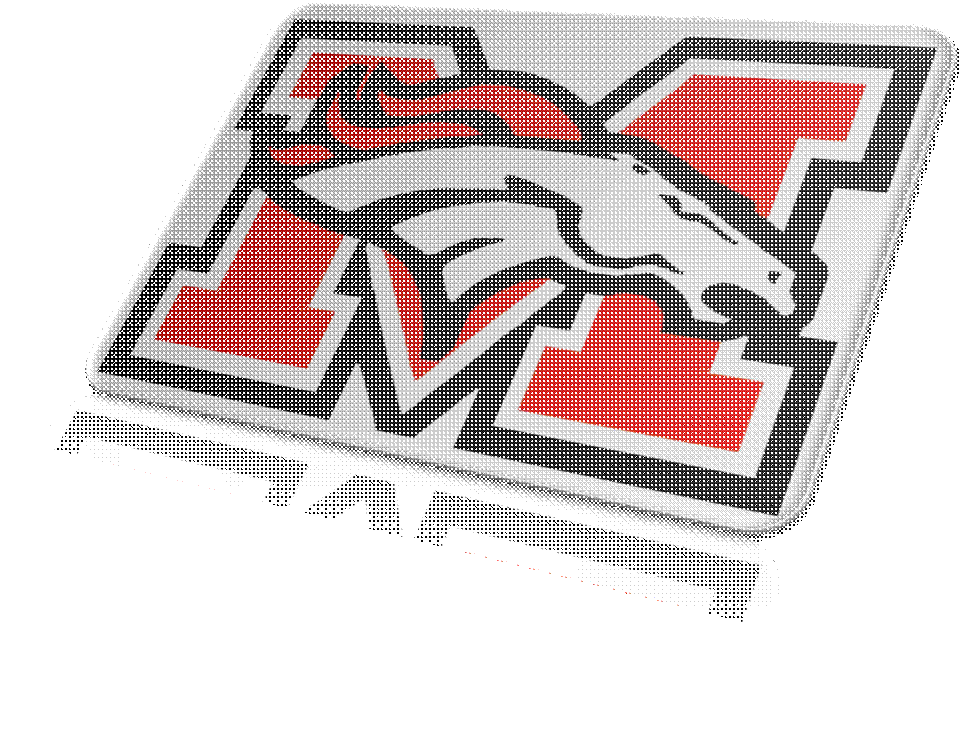
Mr. Guyer’s

Career Technology and Business Class

Syllabus

**Email:** [guyerk@mustangps.org](mailto:guyerk@mustangps.org)

**Planning Period**: TBA

**Textbook**: None Required

**Materials Required:** Geek Squad Flash Drive/Thumb Drive/Pin Drive 4GB or higher

**Prerequisite: None**

**Course Description:** This course is designed to introduce students to technology and basic business concepts as well as some application software. This course will teach you skill sets that will help provide a foundation for a career and job training as well as preparing you for college course work and the expectations you will be required to know once admitted into college. The details of what you will learn are below in the course objectives section.

**Course Objectives:**

* Identify Computer Fraud and Cyber Security risks
* Identify Computer Cyber Safety
* Identify Social Media do’s and don’ts
* Social Media Ethics “Facebook, Twitter, Tumblr, YouTube, E-mail, Blogs, MySpace
* Understanding of Copyright Laws and Plagiarism using various Search Engines Like Google, Dog pile, Meta crawler, Yahoo and Bling
* Identify how to properly use e-mail, blogs and message boards
* Learn to build and manage Websites “Class Requirement” Students will have their own
* Retrieve and send attachments through secured e-mail source. Most assignments are e-mailed as an attachment.
* Understand what Digital Citizenship is
* Introduction to Apple Laptops – All students will use apple laptops and perform the following programs – iWeb, iMovie, Podcasting through Garage Band, Navigating around Safari Browser learning how to use Flip Cameras and download movies into iMove, working with Keynote and Pages.
* Database Management – completing 25 assignments using Microsoft Access Program
* Building resumes and other professional documents using Microsoft Word Program preparing for the job market
* Learning to use and navigate around Spreadsheets using Microsoft Excel Program
* Learn how to upload class assignments to your own website on Weebly
* Learn how to create meaningful presentations through Microsoft PowerPoint Program
* Learn how to create Posters, Brochures, Business Cards, Newsletters using Microsoft Publisher Program
* Familiarizing you with Career Technology websites and Career exploration using various pathways for college and job searching.
* Obtain a paperless environment in our classroom using web resources to accomplish this task
* Become a member and/or learn what “BPA” Business Professionals of America is

**Assessments:** Your grade in this class is evaluated on a few core principles. All of the following will be considered in your overall grade. All components are equally important.

* Attitude
* Participation
* Following Class Rules
* Following School Board Policy
* Completing the tasks each day set forth by your Teacher
* Skill Level on the above Frameworks and Standards
* Willingness to learn and grow your skill
* Staying away from inappropriate websites. This is the killer of your grade. If you don’t following this your grade will suffer. It will be hard to pass my class.
* Attendance – You MUST come to class or you will fall behind. Technology moves fast therefore we will move fast with it.

**Grading Policy:**  Set forth by the Policies of the Mustang Board

90-100 = A

80 – 89 = B

70 - 79 = C

60 - 69 = D

50 – 59 = F

**Frameworks and Standards:**

**I. Creativity and Innovation**

Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes

Using technology. Students:

A. applies existing knowledge to generate new ideas, products, or processes.

B. creates original works as a means of personal or group expression.

C. use models and simulations to explore complex systems and issues.

D. identifies trends and forecast possibilities.

**II. Communication and Collaboration**

Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others. Students:

A. interacts, collaborate, and publish with peers, experts, or others employing a variety of digital environments and media.

B. communicates information and ideas effectively to multiple audiences using a variety of media and formats.

C. develops cultural understanding and global awareness by engaging with learners of other cultures.

D. contributes to project teams to produce original works or solve problems.

**III. Research and Information Fluency**

Students apply digital tools to gather, evaluate, and use information. Students:

A. plan strategies to guide inquiry.

B. locates, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media.

C. evaluates and select information sources and digital tools based on the appropriateness to specific tasks.

D. process data and report results.

**IV. Critical Thinking, Problem-Solving, and Decision-Making**

Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make

Informed decisions using appropriate digital tools and resources. Students:

A. identifies and defines authentic problems and significant questions for investigation.

B. plan and manage activities to develop a solution or complete a project.

C. collects and analyzes data to identify solutions and/or make informed decisions.

D. uses multiple processes and diverse perspectives to explore alternative solutions.

**V. Digital Citizenship**

Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior. Students:

A. advocate and practice safe, legal, and responsible use of information and technology.

B. exhibits a positive attitude toward using technology that supports collaboration, learning, and productivity.

C. demonstrates personal responsibility for lifelong learning.

D. exhibit leadership for digital citizenship.

**VI. Technology Operations and Concepts**

Students demonstrate a sound understanding of technology concepts, systems, and operations. Students:

A. understands and uses technology systems.

B. selects and uses applications effectively and productively.

C. troubleshoots systems and applications.

D. transfer current knowledge to learning of new technologies