



Teacher's Notes Computer Applications II Overview

General Overview for Computer Applications II

Total Time: 18 weeks (One Semester)

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.

Option 1: Designed for *advanced students* who wish to obtain *certification* in one of four Office applications or certification in another area such as Adobe Photoshop.

PowerPoint—Presentations

Word—Word Processing

Excel—Spreadsheet

*Access—Database Management

*If a student wishes to pursue more training in Database Management then he/she should take the Database Management course.

Option 2: 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

NOTE: At this time, there were no major instruction materials for this course. Only one supplement text (*Computer Technology: Changes, Challenges and Choices*) was available and LAPS were developed for this text. These LAPS are listed in folder Comp Apps II under and subfolder “Fluency” with the filenames of CompAppsII-Lap1, CompAppsII-Lap2, etc. Also, the file named *CompApps-I-II-websample-LAP-TN* will give more information on lesson plans on the Internet.