

NAME: \_\_\_\_\_

**Computer Business**  
**Course Code TQF21TQM**  
**Mr. Afzal**  
**Manhattan High School**  
**Summer 2019**

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**Course Description:**

Computer Applications in Business is designed to introduce the first year AIT freshman students to the world of computers and software applications. This instruction will provide them with a solid foundation on which to build a strong and useful knowledge of Information Technology. Students through class room lectures, application program demonstrations, and hands- on lessons and exercises students will learn how to use Microsoft Office applications and explore and examine the fundamentals of computer hardware and software. The class will also examine the relationship between technology and society and interpret how computer technology can benefit businesses, government, and educational organizations. Students will acquire skills and proficiency in MS Word, Excel, and PowerPoint that can enable them to pass the Microsoft Certified Application Specialist Examinations. This is a high energy class where students are actively engaged in the learning process. Students through hands-on lessons, class and homework assignments and through the creation of projects they will be given that opportunity to develop their skills to the highest ability and proficiency. There will be many occasions when students will work in cooperative groups. It is extremely important for students to be able to work with and support one another. There will be an emphasis on communication, cooperative learning, and software application demonstration.

The entire course will be organized based on the following skill set

- Students will demonstrate basic technical skills by customizing the Windows desktop.
- Students will demonstrate an understanding of the Microsoft operating system by managing windows and computer resources.
- Students will be expected to create professional PowerPoint presentations.
- Students will utilize the multimedia features of PowerPoint to enhance the effectiveness of a presentation.
- Students will develop worksheet to create a grade sheet and calculate grades.
- Students will design worksheets, display rows and columns, define print areas and print work books.
- Students will view, customize and activate tool bars demonstrating efficient use of Microsoft toolbar technology.
- Student will construct a personal web page including graphics and color.

**New York State Social Studies High School Standards that will be covered in this course:**

- **STANDARD 2: WORLD HISTORY** Students will use a variety of intellectual skills to demonstrate their understanding of major ideas, eras, themes, developments, and turning points in world history and examine the broad sweep of history from a variety of perspectives.
- **STANDARD 3: GEOGRAPHY** Students will use a variety of intellectual skills to demonstrate their understanding of the geography of the interdependent world in which we live – local, national, and global-including the distribution of people, places, and environments over the Earth's surface.
- **STANDARD 4: ECONOMICS** Students will use a variety of intellectual skills to demonstrate their understanding of how other societies develop economic systems and associated institutions to allocate scarce resources, how major decision-making units function in national economies, and how an economy solves the scarcity problem through market and non-market mechanisms.

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- **STANDARD 5: CIVICS, CITIZENSHIP, AND GOVERNMENT** Students will use a variety of intellectual skills to demonstrate their understanding of the necessity for establishing governments, the governmental system of the U.S. and other nations.

We will use various primary documents, as well as an assigned textbook as part of the outside materials that will be used to further your study.

You will have regular homework, a test every month, a mid-term and final exam, and various assignments of various sizes throughout. Your grades will be posted on pupilpath for you and your parents to see. Your grades will be calculated as follows:

Class work/Participation:	30%
Assessments:	25%
Projects:	15%
Homework:	10%
Notebook:	10%
Behavior:	10%

#### **LATE/MISSED WORK POLICY:**

Part of being a good student and worker is your ability to meet deadlines. Students who hand in assignments on time will receive better grades than those who do not. However, you will be allowed to hand in late assignments without deduction if you can show that you are revising your work.

#### **Assessments:**

We will be working on a wide variety of projects that incorporate the five multiple intelligences which include Linguistic Intelligence or Intrapersonal Intelligence, Logical-Mathematical Intelligence, Spatial Intelligence, Bodily-Kinaesthetic Intelligence and Musical Intelligence. This allows you to choose many of the topics and assessments to help you receive the grade you are striving for. To help you become a well-rounded student you will be asked to improve upon intelligence skills as the semester goes on. Part of your assessment grade will include:

**Tests/Exams:** We will have full period exams and quizzes that will help us understand and pass the NY State Global Regents Examinations that will allow you to receive a local or Regents diploma.

#### **Homework:**

Your homework assignments will always be posted on the board or the side board to help reinforce the topics we are learning in class. Assignments can and will include work that was done in class as well as drafting essays.

#### **Classwork:**

If you miss classwork, YOU MISS CLASSWORK. It is meant to be done while you are in class, and CAN NOT be made up unless you have an extended absence. Some assignments can be completed in one class some may need two or three. A grade will be given for each assignment and will make up 30% of your grade for each marking period. Having good attendance is crucial for success.

#### **Notebook:**

You will be responsible for maintaining a quality Global Studies notebook and/or binder that keeps track of your classwork and all other documents relevant to your grade. This notebook will be the best tool to help you pass the Global Regents Examination. We will always be there to help guide you throughout. Email:

**Mr.Afzal.Global@gmail.com**