

# Computer Technology

CTE Business Operations Program  
1st Level

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Syllabus / Year Outline  
2020-21

# Unit/Class topics that need to be completed

## *Module 1 – Computing Fundamentals*

*File Management*

*Keyboard shortcuts/hotkeys*

*Proper Keyboarding*

## *Module 2 – Key Applications*

*Google Platform*

*Microsoft Office 2016*

*Word, PP, Excel, Publisher*

## *Module 3 – Living Online*

*Social Networking*

*Digital Citizenship*

*Cyberbullying*

*Internet Research*

## *Module 4 - Programming*

*HTML*

*Web Design*

Semester 2

Career Exploration

Resumes

Dress for Success

Job App

Teen Entrepreneurship

# Units Per Quarter (subject to change)

## Quarter 1 -

- Search Engines
- Search Better
- Hot Keys
- Computer Parts

## Quarter 2 -

- Microsoft Office 2016
- Word
- Excel
- Powerpoint
  
- HTML - Web Design

## Quarter 3 -

- Ten Key
- Resumes
- Job Apps
- Dress for Success
- Publisher

## Quarter 4 -

- Teen Entrepreneurship

# Have too's to complete the Business Program--

1. Take three levels, Computer Tech + Business Tech I + Business Tech II/III
2. Pass the CTE Business Operations assessment (April)
3. Take the Excel and/or Word Certification Test by May 1st.
4. For EAC Credits - pass with an 80% and above.

## **EAC Credit Information.**

When you complete the program with an 80% and above you will receive 12 EAC Credits.

Click here to see what those are:

[Articulation Credits](#)