

Computer Business Application

Day 1 AMI Computer Parts Worksheet

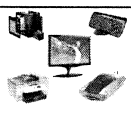




Standard 1.2.1 Label and define hardware components of a computer system: System Unit and Peripherals

Name _____

Instructions: Using the word bank, identify each of the computer parts shown in the pictures below. Then define each of the parts in your own words. The first one is done for you as an example. If I have modifications, I will answer the information in yellow (if printed in color or gray if printed in black and white).

Word Bank for Computer Parts Worksheet











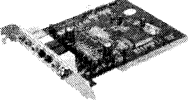





<u>Hardware</u>	CPU	Processor
Desktop Computer	Monitor	Flash Drive
Keyboard	Mouse	CD/DVD Drive
CD/DVD	Printer	Hard Drive
Memory/RAM	Laptop Computer	Scanner
Microphone	Speakers	Video Card
Sound Card	Ethernet Card	Programs
Operating System	Headphones	Router

Picture of Part	Name of Part	Definition
	Hardware	Physical parts of the computer, including processor and memory chips, input/output devices, disks, modems, etc.
		
		
		
		

Day 1 AMI CBA Computer Parts Worksheet

Standard 1.2.1 Label and define hardware components of a computer system: System Unit and Peripherals

Computer Parts Worksheet

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Computer Parts Worksheet

CBA

AMI Assignment Day 2

Personal Statement Represented in a Flyer

Standards: 2.3 Discuss desktop publishing

2.3.1 Examine desktop publishing documents: Newsletter, Flyer, and Brochure

2.3.2 Create a document using desktop publishing features: Clip Art, Graphics, Columns, Word/Text Art

FOLLOW THIS "RECIPE" FOR A SUCCESSFUL PERSONAL STATEMENT

Components of a Personal Statement:

1. You should type your personal statement as a flyer. If it is not possible to type today, write it on paper and decorate the paper to resemble a flyer. Include images that represent you. If you are completing this assignment at home without a computer, you may paste school appropriate images on the paper or draw images on the paper.
2. When typing, use fonts wisely. If writing, be neat and write so people can read the information.
3. Your personal statement should not contain any spelling or grammatical errors. Ask someone to proofread it for you. A family member or friend can assist you.
4. As a student, you may include a statement about your age and year in school.
5. Include any clubs, teams, and organizations of which you have been a member. If you have held an office in any group or organization, mention the office. Mention how being a part of these activities has helped you in some way.
6. Mention your accomplishments, awards and honors. Also include any hobbies, interests or talents you have. If you volunteer or work part-time, mention that as well. Be careful not to over-exaggerate your accomplishments.
7. If you plan to attend college, mention your intended major. If you are going into the military, mention the branch of the service and your intended area of concentration or interest. If you plan to enter the workforce, mention the kind of job or field in which you will seek employment.
8. Be creative in representing your values, talents, and personality when designing the flyer
9. Be concise. Provide the information that is requested.
10. Read it several times to make sure that it includes all necessary information.

Sample Personal Statement

Below is a sample personal statement of a high school student. Look for the suggested components in her statement. When designing the flyer, be sure to use clip art, graphics, and/or drawings to make the document visually interesting. The text can be bulleted items if sentences do not work well with the document.

My name is Mary Smith. I am a seventeen-year old senior student at Corning High School in Corning, Arkansas. I have participated in many clubs and activities while in high school, including the Girls' Cheerleading Squad, of which I was captain for two years. I was also a member of the Girls' Choir. I am currently President of the Senior Class and Secretary of the Student Council. I have received awards for perfect attendance every semester except one and I have been included on the Honor Roll for the last two years. I am a volunteer at a senior citizens' home on the weekends, where I help serve lunch and play games with some of the residents. My favorite subject is music, and after graduating I plan to attend the Arkansas State University. I will major in elementary education and declare music as my major. When I earn my degree, I plan to teach music to elementary school children. My ultimate goal is to open my own music studio and give private music lessons to children.

Directions: Write your own personal statement on a piece of notebook paper. Remember your personal statement represents you. It should make the reader say, "I want to meet this person."

SNOW DAY LESSON PLANS

Coach Dye

CBA

Day #3 - Digital Citizenship Activity

True or False. On a sheet of notebook paper, number from 1 to 10. Write a T if the statement is true and write an F if the statement is false.

1. If it's on the Internet then it must be true.
2. If I send someone a private email, no one else will ever see it.
3. Email attachments may contain viruses that can harm your computer.
4. It's okay to tell someone you meet online where you live.
5. When shopping online, you should shop from trusted and well-known websites and always with a parent or other adult present.
6. The pictures you post online today can affect your future reputation.
7. It's a good idea to share your passwords with your friends.
8. Cyberbullying is bullying through the use of electronic communications.

Day #4 - Journaling Activity: Write a journal entry explaining your thoughts on these things:

*Do you believe you are distracted if you use hands-free devices while driving? Why or why not? Do you think auto manufacturers should continue to include hands-free device technology in vehicles? Why or why not? Would you use in-vehicle technology that limited your device usage while driving? Why or Why not?

Day #5 - Journaling Activity: Write a journal entry explaining your thoughts on these things:

*How can businesses and Individuals use online social networks to bring people together in support of common goal? What benefits and risks are involved when using online social networks?