**SUPPLEMENTAL SUPPORT PLANS** 

**Subject: Technology and Computer Science Grade: fourth Period: 2 Year: 2022**

**Nombre estudiante:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grupo: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RECOMMENDATIONS**

**Each period the teacher formulates a problem question or problem situation related to the learning goals that help the student prepare to support their knowledge and competency levels from each area. This process is scheduled to be presented from May 31 to June 3, 2022. The student must consult the bibliographic references cited by the teacher in each subject and submit the three products of the period through written work using basic standards that show the acquired competencies.**

**1. Problematizing question**

**Why is it important to have competencies in information management and the use of office automation tools?**

**2. Learning goals**

**-Identify the importance of the rules for the presentation of written works and those suggested by the APA standard.**

**- Adequately configure the Microsoft Word word processor for the application of fundamental APA standards for the presentation of written work.**

**- Discover and present, through a written work with APA norms, the generalities of computer viruses, definition, types, affectations and prevention actions.**

**- Identify what an entrepreneurship project is and which are the phases to carry it out.**

**- Recognizes the importance of analyzing in depth the product or services to be offered in an entrepreneurship project for it to be successful.**

**- Discover the elements of the corporate identity of a business enterprise and make their own proposal for a supposed venture.**

**- Use word processing tools to create artistic documents with aesthetic sensibility.**

**- Develops, through collaborative work, a microenterprise project applying the different phases, using ICT as support.**

**3. Products of the period**

**Theoretical:**

**1. Define What are the APA norms?**

**2. What is the work structure established according to the APA norms?**

**3. Make a micro-entrepreneurship proposal, with the following steps:**

**- Business Idea**

**- Name**

**- Logo and slogan**

**- Mission and vision**

**- Product portfolio**

**Practical:**

**Perform in the word processor the following inquiry activity applying APA standards:**

**Perform an internet query on computer viruses, define the following questions and remember to apply the structure of the APA standards to your work.**

**1. What is a computer virus?**

**2. How do computer viruses spread?**

**3. What types of computer viruses are there?**

**4. How do you counteract computer viruses?**

**4. Bibliographic references**

**Activity guide second period fourth grade (2022). Retrieved from: https://drive.google.com/drive/u/0/folders/1M3AcKv6AziGwSIZJ7v-IdsIiya--vSYM**