

# **Business Technology**

## **Course Syllabus**

Coach Ragland – Room A106

**Course Description:** Business Technology is a one-year program designed to prepare students for employment in an office setting. Students will be extensively trained in the use of WORD, EXCEL, POWERPOINT, and ACCESS. Behavior patterns, work habits, attitudes, and decision-making procedures, which are necessary for job success, will be addressed. Procedures and techniques for securing initial employment will be covered in-depth. Use of the Internet, hand held computers, and multimedia will be used throughout the course for an increased chance for success in today's technological society.

**Instructional Philosophy:** Students will be engaged in assignments/projects that will be challenging and thought provoking. These activities will require creativity, reasoning, logic, research, and organizational skills. Students will be expected to work independently as well as in teams to achieve the goals and objectives of this course. Class discussion and student involvement are essential for student success in this class as well as meeting the goals and objectives established for Computer Applications. In conclusion, students will be challenged intellectually to understand and apply what they have learned to everyday situations in the field of technology.

### **Major Course Goals:**

Students will be able to successfully:

- Explore careers in business
- Prepare for employment
- Develop career management strategies
- Communicate effectively
- Use business office equipment
- Demonstrate proper work place behaviors
- Apply business administrative skills
- Apply technology to business applications
- Use Internet as a business tool
- Demonstrate entrepreneurial awareness

### **Major Course Objectives/Benchmarks by Quarter**

#### **First Quarter**

-Career Paths

- Job Searches
- Skill Development

-Execute Basic Computer Operations

- File management
- Use Resources to Obtain Help

-Use Word Processing Applications

- Creating

- Formatting
- Proofreading/Editing
- Enhancing Documents
- Use Internet Explorer

#### **Second Quarter**

-Use Spreadsheet Applications

- Formatting
- Using Basic Formulas
- Interpreting Data

### **Third Quarter**

- Use Database Applications
  - Create and Edit Database
  - Process Materials
  - Generate and Format Reports

### **Fourth Quarter**

- Electronic Portfolio Creation
  - Produce and Edit Presentations
  - Use Sound and Animation
  - Apply Design and Layout Principles
  - Create a Basic Web Page

### **Recommended Readings:**

- Friday Night Lights By: H. G. Bissinger
- The Celebrant By: Eric Rolfe Greenberg

### **Major Course Projects and Instructional Activities:**

Projects and activities will include but are not limited to Questions of the Day, computer terminology, Apply Your Knowledge activities, In the Lab activities, Cases and Places activities, Word Business Letter/Mail Merge project, Excel Banking Simulation, Access research project, PowerPoint research project, technology article reviews, tests, and quizzes. Computer Applications is a “hands on” class where students will apply what they learn to many real world problems and situations.

### **Course Assessment Plan:**

Classroom work/projects will be worth approximately 50% of a student’s grade and all exams/quizzes will be worth approximately 30% of a student’s grade. A required comprehensive final exam will be given at the end of each quarter and is worth 20% of each quarter’s grade. Students are strongly encouraged to redo classroom work until they have mastered the objectives.

Final course grades for each semester will be based on the following: 1<sup>st</sup> quarter (40%), 2<sup>nd</sup> quarter (40%), and final exams (20%).

### **Classroom Expectations/Student Responsibility**

- Students should be seated when the bell rings. Tardies will be given if this policy is not followed.
- Students will have a bell ringer activity to work on as soon as the bell rings daily.
- Students should bring required materials to class: Always have a pencil, pen, and paper.
- Students should complete assignments correctly, accurately, and on time: It is your responsibility to find out what you miss when you are absent.
- Comply with Network User Agreement: There will be no leniency afforded to anyone who violates any portion of the Central R-III Acceptable Use Policy.
- Respect each other and the ideas of others. Don't belittle someone simply because you don't agree. Be polite.
- Keep classroom neat and clean: Don't bring food or drinks into the classroom. Clean up after yourself.

### **Class Supplies:**

Pen or Pencil

**Homework Policy and Grading Scale:** Please refer to your Student Handbook for the Homework Policy. The grading scale is as follows:

95-100    A                      80-82    B-                      67-69    D+

90-94	A-	77-79	C+	63-66	D
87-89	B+	73-76	C	60-62	D-
83-86	B	70-72	C-	0-59	F

**Extra Help:**

If you need extra help in this class, I am available on Mondays, Tuesdays, and Thursdays after school until 3:30 pm when PASS begins or every school day before school 7:00-7:30 a.m.

**Time and Place to be Reached :**

- My e-mail address is sragland@centralr3.org
- My planning period is 3<sup>rd</sup> Hour 9:30 a.m. – 10:23 a.m. daily.
- You may also leave a message for me at school (431-2616 Ext. 4164) and I will return your call as soon as possible. My School Notes page can be accessed from the high school Web site at [www.centralr3.org/highschool](http://www.centralr3.org/highschool).