

## **BUSINESS TECH 2**

Prerequisite: Business Tech 1

### **COURSE OBJECTIVE:**

The primary objective of the course is to expand the applications and concepts of Word, Excel, Access, and PowerPoint that were presented in Business Tech 1. The core principles of Dreamweaver MX 2004 will be introduced in Business Tech 2 as well through the creation of various website projects.

### **COURSE DESCRIPTION:**

Advanced Computer Software Applications will be taught in Business Tech 2. Emphasis is placed on the integration of various software applications to solve business problems and the use of presentation software to improve communications. The course covers advanced microcomputer applications through the use of Microsoft Office 2003 and Dreamweaver MX 2004. Some topics of the course include financial functions, amortization schedules, data tables, creating and querying a worksheet database, Excel templates, importing embedded visuals into PowerPoint, and creating basic websites using Dreamweaver MX 2004.

### **TEXTBOOKS:**

Microsoft Office 2003: Advanced Concepts and Techniques: Shelley Cashman Series.

### **Table of Contents:**

#### **Word 2003**

1. Creating a Document with a Table, Chart, and Watermark
2. Generating Form Letters, Mailing Labels, and Directories
3. Creating a Professional Newsletter

Collaboration Feature: Using Word's Collaboration Tools

#### **Excel 2003**

1. Financial Functions, Data Tables, Amortization Schedules, and Hyperlinks
2. Creating, Sorting, and Querying a List
3. Creating Templates and Working with Multiple Worksheets and Workbooks

Integration Feature: Object Linking and Embedding (OLE) and Web Discussions

#### **Access 2003**

1. Reports, Forms, and Combo Boxes
2. Enhancing Forms with OLE Fields, Hyperlinks, and Subforms
3. Switchboards, PivotTables, and PivotCharts

Web Feature: Data Access Pages

#### **PowerPoint 2003**

1. Using Visuals to Enhance a Slide Show
2. Modifying Visual Elements and Presentation Formats

Collaboration Feature: Delivering Presentations to and Collaborating with Workgroups

Macromedia Dreamweaver MX 2004: Complete Concepts and Techniques: Shelley Cashman Series

**Table of Contents: (Covered Material)**

**Introduction: Web Development and Macromedia Dreamweaver MX 2004**

1. Creating a Dreamweaver Web Page and Local Site
2. Adding Web Pages, Links, and Images
3. Tables and Page Layout

**GRADING:**

Classwork	60%	100-93 = A
Test	20%	92-85 = B
Timed Writings	10%	84-77 = C
Technique	10%	76-70 = D
		69- 0 = F

**CONTACT:**

Mr. Stancell, Room 150  
(302) 651-2626 ext. 150  
[eric.stancell@redclay.k12.de.us](mailto:eric.stancell@redclay.k12.de.us)  
Meetings by appointment only