

BUSINESS TECHNOLOGY 3

Course Description

Applied Business Technology is a full year single period course designed to prepare the student for the world of work on the entry level as well as long-term. The student will perform a variety of advanced computer software tasks with the goal of progressing to the point of being able to acquire related work on the entry level. As a long term focus, employment and career planning will be addressed. This course also will include a variety of simulation tasks as a means for the transference of knowledge into the “real world”.

Objectives

Upon completion of the course, the student will be able to:

1. Demonstrate a comprehensive understanding of all critical aspects of office activity
2. Demonstrate a comprehensive post-advanced level of understanding of Microsoft Office 2003

Word 2003

- a. Creating an Online Form
- b. Working with macros and Visual Basic for Applications
- c. Working with a Master Document, an Index, a Table of Contents, and XML
- d. Integration of an Excel Chart Into a Word document

Excel 2003

- a. Working with macros and Visual Basic for Applications
- b. Formula auditing, Data Validation, and Complex Problem Solving
- c. Importing Data, Working with XML, PivotCharts, PivotTables, and Trendlines
- d. Creating a PivotTable List Web Page Using Excel

Access 2003

- a. Advanced Report and Form Techniques
- b. Using Visual Basic for Applications and Creating Multi-page forms
- c. Administering a Database System
- d. Using SQL

PowerPoint 2003

- a. Working with macros and Visual Basic for Applications
- b. Creating a self-running presentation containing shapes
- c. Importing templates and clips from the Office online website

3. Develop marketable entry-level clerical skills
4. Demonstrate the knowledge and skills necessary to acquire employment
5. Demonstrate the knowledge and skills necessary to plan and pursue a career

Grading

For all Quarters:

50% Class work

30% Test

20% Timed Writings (2 five minute timings with five errors or fewer per marking Period)

Timed Writing Grading Scales: (See the Attached Sheet)

State Standards

Advanced Computer Software Applications-52.040102

Employment Seminar-52.100104

Contact Information

Mr. Stancell

Room 150

Main Office Phone Number: 302-651-2626

Email address: eric.stancell@redclay.k12.de.us

Available by appointment

TIMED WRITING GRADING SCALE

First Marking Period

Second Marking Period

A B C D

A B C D

50-100 44-92 39-84 34-76
49-98 43-90 38-82 33-74
48-96 42-88 37-80 32-72
47-95 41-86 36-78 31-71
46-94 40-85 35-77 30-70
45-93

55-100 49-92 44-84 39-76
54-98 48-90 43-82 38-74
53-96 47-88 42-80 37-72
52-95 46-86 41-78 36-71
51-94 45-85 40-77 35-70
50-93

Third Marking Period

A	B	C	D
60-100	54-92	49-84	44-76
59-98	53-90	48-82	43-74
58-96	52-88	47-80	42-72
57-95	51-86	46-78	41-71
56-94	50-85	45-77	40-70
55-93			

Fourth Marking Period

A	B	C	D
65-100	59-92	54-84	49-76
64-98	58-90	53-82	48-74
63-96	57-88	52-80	47-72
62-95	56-86	51-78	46-71
61-94	55-85	50-77	45-70
60-93			