

# BUSINESS TECHNOLOGY 1A

## COURSE OUTLINE

Grades 9-12; Elective; 1 Credit/Year

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ROOM 146

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This full-year course is designed for students who need reinforcement in language skills **or** have had little or no formal keyboarding instruction and do not use proper keyboarding techniques (watching fingers). Although keyboarding skills and techniques are emphasized, this full-year course also covers basic word processing commands integrated into letters, manuscripts envelopes, tables, and centering problems as well as the introduction to spreadsheet, database and graphic software during the second semester of the course, using Microsoft Office XP. Fundamentals of Word Processing and Computer Software Applications provides an overview of various commercial software programs, and the role that microcomputers play in computer literacy. Emphasis is placed on learning how to utilize word processing, spreadsheet, database and graphic software, using Microsoft Office XP. Student must attain a minimum "C" average to take A Business Tech 2 (Advanced Word Processing and Advanced Computer Software Applications).

<b>WORD CONTENT</b>	<b>EXCEL CONTENT</b>
Keyboarding Mastery Techniques approach Touch control of alphabet, numbers, and symbols Continuity in keyboarding Organization of work station Editing Related Keyboarding/Word Processing Skills Aligning (left, center, right) Saving files Opening files Formatting (paragraphs, letters, reports, fonts) Proofreading Spelling and Grammar Keying Outlines Keying numbers Composing Core mouse objectives Recognize and use correct computer icons Good Work Habits Use time-saving routines Follow directions Use reference materials	Basic Skills Creating a Simple Worksheet Enhancing a Simple Worksheet Developing a Worksheet Designing and Printing a Worksheet Copying Data and Using Toolbars Ranges Names and Sorting Applications, Simulations and Projects
<b>ACCESS CONTENT</b>	<b>POWERPOINT CONTENT</b>
Basics (Database Basics) Getting Started with a Database Adding and Editing Data Finding and Sorting Records Building a Database Adding Tables to a Database Adding Fonts a Database Adding Reports to a Database Applications, Simulations, Projects	Basic Presentation Skills Developing a Presentation Creating a Presentation from Scratch Using the Outline Pane Working with Text Working with PowerPoint Objects Working with Lines, Fills, and Colors Manipulating PowerPoint Objects Applications, Simulation, Projects

**EVALUATION**

Evaluation will be based upon the following:

1. A cumulative point scale is used.
2. Daily work is graded on quality and quantity of assignments completed.  
Tests are graded based on quality.
3. All students must take a final exam.
4. Student has the opportunity to complete makeup and class work after school without penalty within a specified time period.
5. Student must have an excused absence with a note from homeroom teacher in order to makeup tests, assignments, etc.

**RED CLAY GRADING SCALE**

93-100 = A      92 -85 = B      84-77 = C      70-76 = D

<b>TIMED WRITING SCALE – BASED ON BEST FIVE TIMINGS IN EACH MARKING PERIOD</b>	
First Marking Period	Second Marking Period
A = 25 or more nwpm B = 20 or more nwpm C = 15 or more nwpm D = 10 or more nwpm F = less than 10 nwpm	A = 30 or more nwpm B = 25 or more nwpm C = 20 or more nwpm D = 15 or more nwpm F = less than 15 nwpm
Third Marking Period	Fourth Marking Period
A = 35 or more nwpm B = 30 or more nwpm C = 25 or more nwpm D = 20 or more nwpm F = less than 20 nwpm	A = 40 or more nwpm B = 35 or more nwpm C = 30 or more nwpm D = 25 or more nwpm F = less than 25 nwpm

**GRADING**

25%	Tests
25%	Classroom Assignments
15%	Weekly Quizzes
15%	5 Timed Writings
10%	Business Behavior
10%	Portfolio Notebook (must include daily journal)

**ATTENDANCE**

Students returning from absences should have an excused admission slip. It is the student's responsibility to ascertain and make up missed assignments as soon after returning as possible.

In addition to absences and late arrivals to class, the following will also affect the daily percentage grade whereby the student receives no credit for the class period:

- Sleeping in class.
- Disrupting class in a manner which requires student to be sent to SAC room.
- Teacher needing to remind student to stay on task
- Eating food or drinking beverages in classroom.

## **TEXTBOOKS**

Computer Applications and Keyboarding, Century 21. Hoggatt, Shank, & Robinson.  
Thomson Publishing Co., Cincinnati, OH. Copyright: 2002. ISBN: 0-538-69152-2.

Microsoft Office XP, Illustrated Series, Brief Edition, Halvorson, Hung,  
Thomson Learning, Boston, MA. Copyright: 2002. 0-619-01897-6.

Learning Microsoft Office XP, Weixel, Fulton, Wempen, Plumley,  
Pearson Learning, NY, NY. Copyright: 2002. ISBN: 1-58577-135.

## **MATERIALS PROVIDED BY STUDENT**

1. Pencil, pen and paper
2. Three ring binder with plastic cover (1-inch ring)
3. Dividers