**Business and Technology Syllabus C:\Program Files\Microsoft Office\MEDIA\CAGCAT10\j0195384.wmf**

**Pathway Career Opportunities**

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| --- | --- |
| •    Trainer •    Personnel Recruiter •    Promotions Manager •    Marketing Manager •    Public Relations |  |

**End of Pathway Assessment: Certiport Powerpoint Certification**

**Projects**

**Semester 1:**

·        Newsletters

·        Lifestyle Expenses

·        Senior Trip

**Semester 2:**

·        Resume and Job Applications

·        Presentation skills

·        Spreadsheets and Formulas

**FBLA Integration**

September             Career Assessments

October                 College and Career Newsletters

November             Goal Setting

December               Career Software

January                  Career and Desktop Publishing

February                Letter Writing

March                     Job Applications

**Course Description**

Business Technology Applications is a one-credit foundation course designed to assist students in developing technological proficiencies in word processing, spreadsheets, databases, presentations, communications, Internet use, ethics, and careers using technology applications. Simulations and projects promoting teamwork, leadership, and workplace skills offer further opportunities for application of knowledge and skills.

Career and technical student organizations are integral, co-curricular components of each career and technical education course. These organizations serve as a means to enhance classroom instruction while helping students develop leadership abilities, expand workplace-readiness skills, and broaden opportunities for personal and professional growth.

**Prerequisite(s)**

There are no prerequisites to this course.

**Course Goals**

*Students will:*

· Develop confidence in themselves and their work

· Demonstrate correct keyboarding techniques with acceptable speed and accuracy.

· Explain the purposes, functions, and common features of common types of software: word processing, spreadsheet, database and presentation software

· Explain the meaning of common computer related terminology

· Demonstrate proficiency in creating word processed documents, spreadsheets, databases and presentations

· Demonstrate knowledge and skills while working with computers and other multimedia equipment.

· Utilize problem-solving skills in a workplace setting.

· Apply mathematical/scientific concepts for solving problems.

· Demonstrate effective communication skills.

· Assess the use of technology in different career fields.

· Explain the impact of technological advancement on a variety of areas.

· Assess computer tasks as they relate to business communications.

· Recognize inappropriate electronic communication behavior.

· Demonstrate correct data input techniques with acceptable speed and accuracy.

· Analyze the functions of an operating system.

**Essential Question(s)**

Essential Questions:

· What criteria should a person or business use in selecting hardware and software in various environments? Why are these criteria important?

· How are self assessments beneficial in career planning? What is your self assessment ranking and how will it help you in the future?

· How do you professionally create and develop business documents? Why is this process important?

· How do spreadsheet applications simplify data commonly used in business settings?

· How do database applications organize data commonly used in business settings?

· How is multimedia software used to enhance informational presentations?

· How does being financially responsible affect your personal and professional life?

· How do emerging technologies and innovations affect you cultural, social, economic, environmental, and political life?

· What skills are more important in the workplace-performance skills or interpersonal skills?

· How does participating in a CTSO affect one’s leadership and teamwork skills?

**Grading Scale**

90-100 A

89-80 B

79-71 C

70 D

69 – Below F

**Evaluation**

Classwork 25%

Tests 20%

Quizzes 10%

Projects 10%

Homework 15%

Final Exam 20%

**Textbooks/Materials** Discovering Computers 2010: Living in a Digital World Web Complete. Course Technology-Thompson Learning. Shelly/Cashman. Performing with Microsoft Office 2007. Course Technology – Cenage Learning 1 1/2 inch view 3-ring binder, paper, pen, computer with Internet access, ear buds Software: Microsoft Word, Excel, Access, PowerPoint, and Southwestern-Publishing MicroType Pro

**CTSO (Professional Organization)**

All business students are also encouraged to join (FBLA), Future Business Leaders of America. FBLA is a student organization that helps enhance course instruction, develop leadership skills, and provide opportunities for professional growth and service.

**Available Industry Credential(s)**

Students interested in receiving certification for IC3, Microsoft Word, Excel, Access, Outlook should notify the Teacher for information on testing dates and fees.

**Articulation & College Credit**

Students following the suggested course sequence for Business/Marketing Education may earn up to 9 hours college credit at Alabama Technical and Community Colleges for courses they have taken. These courses include: Business Technology Applications, Business Technology Applications Advanced, and Multimedia Design. Please see a guidance counselor for a TAP (Technical Advanced Placement) booklet which outlines additional courses that can be taken for college credit.

**Culminating Product(s)**

Students prepare for competitive events.