BUSINESS TECHNOLOGY APPLICATIONS
½ High School Credit—Course Syllabus **MIDDLE LEVEL PROGRAM**

Course Length: One Semester—70 Hours (1/2 High School Credit)
Book Titles: *Century 21 Input Technologies & Computer Applications*, *Marquee Series Office 2007 Brief Edition*, *Integrated Computer Projects*
Software: "Micro Type Pro 3.0", "Microsoft Office 2007" (Word, Excel, Access, PowerPoint, Publisher) Internet Research, Internet Safety and Ethics, and Career Cruising Guidance System

Course Description

Business Technology Applications is a **one-semester course** (1/2 high school credit) designed for students in grade level 8 to help them master basic skills in the areas of word processing, database management, spreadsheet applications, multimedia presentations, Internet research, and E-mail. Students are also offered opportunities to identify ethical issues pertaining to information systems and to gather information about careers in technology. Reading, mathematics, communication, and critical thinking skills are reinforced throughout this course. Simulations and projects promoting teamwork and leadership 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. Future Business Leaders of America (FBLA) is the co-curricular component of the Business, Management, and Administration program. The student organization enhances classroom instruction, develops leadership skills, expands workplace-readiness skills, and broadens opportunities for personal and professional growth and service. FBLA—ML (Middle Level) has been chartered at South Girard. Those wishing to join will pay a one-time fee of $20.00 for yearly membership dues which include National, State, and Local Dues and a T-shirt. A brochure and sign-up form will be sent home with each Business Technology Applications student. Membership money is due Friday, September 9, 2011.

Course Goals

Students will:

1. Use technology utilities.
2. Analyze computer hardware to determine software compatibility.
3. Diagnose problems related to technology systems.
4. Utilize features of word processing software.
5. Utilize word processing software to demonstrate professional writing skills.
6. Utilize spreadsheet features.
7. Utilize features of database software.
8. Utilize features of multimedia software.
9. Explain digital tools.
10. Critique Internet and digital information.
11. Crate a product that integrates all applications.
12. Utilize research results to determine career and entrepreneurial opportunities.
13. Practice safe, ethical, and legal use of technology.
14. Analyze cultural, social, economic, and environmental, and political effects and trends of technology.
15. Apply safe and healthy work standards.
16. Analyze the organizational structure of business to determine roles and responsibilities of employees.
17. Demonstrate knowledge and skills gain through FBLA to enhance leadership and teamwork.
18. Demonstrate collaborative skills using curriculum-related content in digital environments.
19. Create simulations using digital tools.
20. Explain data encryption procedures.
21. Utilize interactive models and digital sources to address real-world problems.
22. Critique various easy to become financially literate including credit card use, identity theft, budgeting, saving, investing, interest rates, loans, and how debt influences the future.

Essential Questions

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

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

Data Input Skills
How do you create and format a variety of personal and business related documents?

Word Processing Applications
How do you professionally create and develop business documents? Why is this process important?

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

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

Presentation Applications
How is multimedia software used to enhance informational presentations?

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

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

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

Workplace Skills
What skills are more important in the workplace—performance skills or interpersonal skills?

Leadership
How does participating in a CTSO (FBLA-ML) affect one's leadership and teamwork skills?

Assessment Procedures

Students will be graded on daily class work, tests, and projects.

Tests = 30%
Daily Class Work = 50%
Projects = 20%

Grading Scale:

90-100 = A
80-89 = B
70-79 = C
60-69 = D
59 & below = F

Instructional Philosophy/Methodology
Business Technology Applications will be taught using lecture, discussion, modeling, demonstration, teamwork, guided (step-by-step) instruction and hands on projects.

Program Goals

Upon successful completion of this course, students will be able to enroll in more advanced computer courses on the high school level. Ultimately their skills will enable them to seek employment in the computer field as computer clerks, assistants, office workers, and data input workers.

Culminating Products

At the completion of this course, students will have completed various simulations and projects taken from the "Integrated Computer Projects" book.

Available Industry Credentials

Students successfully completing this course will be prepared to advance to high school courses that will ultimately result in gaining MOS and IC3 Internet and Computing Core Certifications.

Prerequisite

None

Course Outline

Week 1	Introduction to course, syllabus, classroom rules, Safety Test, MicroType review of keyboarding skills.
Week 2	Century 21 Ch. 1, 2, & 3, Introduction to FBLA-ML (website and video); Data Input skills. Ethics presentation by Mrs. Elrod, Media Specialist
Week 3	Career Cruising Self-assessment to determine career opportunities based upon personal preferences. Data Input Skills and word processing. Office '07 Textbook, Sections 1 and 2; Century 21 Ch. 11
Week 4	Word Processing Applications, Office '07 book Sections 2 & 3, Century 21 Ch. 10 Business documents
Week 5	Word Processing Applications, Formatting APA/MLA reports; Mrs. Elrod Media Specialist, Century 21 Ch. 10 Formatting business documents
Week 6	Word Processing Applications, Office '07 Sections 2 & 3
Week 7	Spreadsheet Applications, Office '07 book Section 1, Intro, Create, edit, print workbooks
Week 8	Spreadsheet Applications, Office '07 book Section 2, Write formulas, create functions
Week 9	Spreadsheet Applications, Office '07 book Section 3, Sort and filter data, create charts and graphs
Week 10	Database Applications, Office '07 book Section 1
Week 11	Database Applications, Office '07 book Sections 2 & 3
Week 12	Presentation Applications, Office '07 book Section 1 Input and edit photos, video, and audio clips
Week 13	Presentation Applications, Office '07 book Section 2 Create and present multimedia presentations
Week 14	Internet Applications, various websites, Critique Internet for validity, accuracy, bias and relevance
Week 15	Financial Literacy, "Lessons from Katrina", Online resources, Federal Reserve websites
Week 16	Workplace Skills, Career Cruising and Internet websites
Week 17	Final Project/Exam Integrated Computer Projects
Week 18	Final Project/Exam Integrated Computer Projects

Note: The teacher has the right to make changes to the syllabus at any point during the semester. Any changes will be announced to the students.

Please note: If students pass this course and with teacher recommendation, they will receive *one-half high school credit* for Computer Applications therefore fulfilling the graduation requirement for technology. This course will also give the students the background necessary to move on to higher level computer courses at the high school.

Integrating Reading Standards for Literacy in Technical Subjects

The Business Technology Applications course of study allows for integration of reading, math, and language arts through the natural progression of word processing, spreadsheets, databases, and multimedia presentations. Specific emphasis will be placed on literacy, analyzing reading passages to make logical inferences, determining central ideas or themes, interpreting words and phrases, integrating and evaluating content, and comprehending complex literary and informational texts independently and proficiently in relation to the course content. Students will be expected to produce clear and coherent writing, use technology and the Internet to produce and publish writing, and write routinely over extended time frames as professional documents, presentations, and reports are produced.

- Introduce vocabulary words in bell ringer activities.
- Go over specific terms for each chapter or section of the textbook.
- Have students read and interpret specific passages from textbook chapters.
- Have students write and produce professional business documents.
- Integrate textbook materials and reading standards.
- Give tests/quizzes on vocabulary terms and reading materials.