

Literacy?

Bishop

**BUSINESS APPLICATIONS I**  
**INSTRUCTOR: MRS. KATHLEEN LAMMIMAN**

**COURSE CONTENT:** Business Applications I is a one-year introductory course emphasizing proper technique and operation of a computer using basic keyboarding procedures and producing documents such as reports, letters, tables, multi-column documents, graphics and special effects. Advanced features of MS Office XP Word, Excel, and PowerPoint will also be integrated, in addition to real-life business simulations. Career development and employment skills will be emphasized by creating an employability portfolio. This course is recommended for college preparation as well as vocational and personal use.

**ESSENTIAL STANDARDS: The Student will:**

- Understand basic keyboarding procedures necessary to operate a computer keyboard.
- Be able to key a minimum of 37 words per minute for five minutes with five or fewer errors.
- Understand occupational safety issues.
- Demonstrate knowledge of or use of basic software associated with Microsoft Office XP including word processing application, spreadsheet, presentation, and desktop publishing.
- Demonstrate competency on a 10-key calculator using basic calculations.
- Understand career choices and explore interests through the use of the internet.
- Complete self-assessment related to work values and interests.
- Develop a personal occupational plan that outlines career goals and an action plan to achieve those goals.
- Demonstrate the ability to develop an employability portfolio to include a personal job application, cover letter, resume, reviewing interview concepts and the follow-up procedure.
- Demonstrate knowledge of telephone skills.
- Demonstrate understanding of office mail processing.
- Demonstrate the ability to key letters, memos, reports, tables, and create flyers and brochures.

**TEXTS:** Century 21 Computer Keyboarding, MS Office XP, Calculator, The Job Hunting Handbook, Telephone Techniques and Office Skills. **SOFTWARE:** Micro-Type 4, Microsoft Office XP

**ASSESSMENT AND EVALUATION:** Will be determined by Keyboarding Skills (MicroType 4), Timed writing attempts, Office XP lab work, Projects, Business Simulations, Calculator use, Mail Unit, Telephone Unit Exams and completion of an Employability Portfolio. *On many projects and labs, students have the opportunity to resubmit work after they have made corrections and will receive full credit.* Work Habits/Attitude/Attendance will be worth 100 points.

<u>Computer Applications</u>		<u>Weekly Business Application</u>		<u>Grading Scale</u>	
		<u>Projects</u>			
90%	MS Office Daily Work, Exams, Business Application Projects, Simulations	A	0 errors	10 pts	A 90 - 100%
		A-	minor misplace	9 pts	B 80 - 89%
		B	1 error	8 pts	C 70 - 79%
10%	Work Habits/Attitude/Attendance	C	2 errors	7 pts	D 60 - 69%
		D	3 errors	6 pts	

**WORK HABITS:** You will be assessed on Cooperation (ability to get along with others), Courtesy, Attitude toward constructive criticism, Initiative, Accuracy of Work, Work Accomplished, Time Usage, Attendance and Punctuality

**HOMEWORK:** This is a lab class and homework is normally not assigned. Absences will be required to be made up if a student is behind in his/her work (before school or after school).

**ATTENDANCE AND TARDY:** Students are to be in their assigned seat when the tardy bell rings; or be in the process of obtaining their file and heading directly to their seat without hesitation or visiting. Points per unexcused tardy may be deducted from the Work Habits/Attitude/Attendance grade per quarter.

**AVAILABILITY:** The best time to contact me is after school 3:00 - 4:00 p.m. at 873-4275, Ext. 246.