

BUSINESS APPLICATIONS I
Computer Literacy
INSTRUCTOR: MRS. KATHLEEN LAMMIMAN
SYLLABUS

Description: Business Applications I is a one-year introductory course emphasizing proper technique, understanding 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.

Student Learning Outcomes

Upon successful completion of this course, the Student will be able to:

- Understand basic keyboarding procedures necessary to operate a computer keyboard.
- In Basic Computer Keyboarding, be able to key a minimum of 15 words per minute for 2 minutes with four or fewer errors.
- In Intermediate Computer Keyboarding, be able to key 30 words per minute with 5 or fewer errors on 3 minute timed writing.
- In Advanced Computer Keyboarding, be able to key 45 words per minute on 5 minute timed writing with 5 or fewer errors.
- Understand occupational safety and ergonomic issues.
- Demonstrate knowledge of or use of basic software associated with Microsoft Office XP including word processing application (Word), spreadsheet (Excel), presentation (PowerPoint), database (Access) 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.
- Become informed consumers by investigating the process of purchasing cell phones, selecting a carrier, differentiating between the different plans and options, reading a statement and paying the bill.
- Demonstrate understanding of office mail processing.
- Demonstrate the ability to key letters, memos, reports, tables, and create flyers and brochures.
- Demonstrate understanding of taking an on-line class.
- Demonstrate a sound understanding of the basic operations and concepts of the major components of computer systems.
 - Identify and describe the various functions and parts of hardware and software.
 - Be able to discuss Input, Output, Storage and Processing of data.
 - Define the different elements involved in Application Software including word processing, spreadsheet, presentation and database.
 - Identify and choose the right operation system, components and devices to fit your needs.

- Explain how local area networks are set up.
- Demonstrate and identify use of online services
- Describe the role of electronic mail AKA email.
- Describe the purpose of online information
- Know how to access and utilize information on the Internet
- Use acquired knowledge to apply computer care and safety including awareness of computer viruses and anti-virus software
- Demonstrate familiarity with the vocabulary and strategies associated with computers and computing techniques.

COURSE MATERIALS:

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 (2 points each), Timed writing attempts (5 points each), Office XP lab work (20 points each), Projects (10 points each), Business Simulations, Calculator use, Mail Unit, Telephone Unit, Computer Literacy 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.

Computer Literacy component will be assessed accordingly:

Computer Simplified Worksheet	10 points
Computers: Inside & Out Worksheet	5 points
Technology Consumers: Catalog	5 points
Computers: Computer Care & Safety	5 points
Pre-test	5 points
Final Test	15 points
Total	55 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.