



**Business Technology
Apps.—Advanced
Syllabus**

PROGRAM: BUSINESS INFORMATION TECHNOLOGY

COURSE TITLE: Business Technology Applications—Advanced

PREREQUISITES: Business Technology Applications

CREDITS: 1

GRADE LEVEL: 10th-12th

COURSE TITLE: ADVANCED BUSINESS TECHNOLOGY APPLICATIONS (ADV. BTA) is a one-credit course that provides students with project-based applications of concepts learned in Business Technology Applications. Personal computing and business skills are integrated throughout the course as students use a variety of software applications to produce and prepare documents for publication and learn how to use and select appropriate software for generating information. A major emphasis is placed on guiding students through real-world experiences to aid in the school-to-career transition. The prerequisite for this course is Business Technology Applications or Computer Applications.

INSTRUCTIONAL PHILOSOPHY:

Students are expected to meet all course goals and apply knowledge through real-life situations by learning the tools used to succeed in today's competitive business world. It is important that students know and are capable of using various technologies to process, store, and communicate effectively in a global economy. It is equally important that students understand and practice personal skills such as: listening, time management, and organization in order to be successful in one's personal as well as professional life.

CTSO (Career and Technical Student Organization):

Future Business Leaders of America-Phi Beta Lambda (FBLA-PBL), the Association These student organizations enhance classroom instruction, develop leadership skills, and provide opportunities for professional growth and service.

SUPPLIES, COURSE FEE, & CTSO DUES

There is a course fee for **Advanced Business Technology Applications**. These funds are used to supply the student with most of the necessary materials for the course (printer paper, printer cartridges, folders, etc.). Students will need to provide a **pen (blue or black)** for notes in class. If you have not paid the class fee, please send a check made payable to **Douglas High School**.

The club dues for **FBLA** are also due at the beginning of the school year. This should be a separate check or cash payment. Drivers' license numbers should be written on all checks.

PREREQUISITE:

Career Prep is the prerequisite required for this course.

CAREER/TECHNICAL EDUCATION CHALLENGE:

To facilitate student learning to enable students to reach their personal excellence, so that they will be able to apply their knowledge to solve real world problems.

PROGRAM GOALS:

The goal of the Business Information Technology Education Program at Douglas High School is to provide students with a basic understanding of the business world and how it functions by offering a full curriculum that develops the knowledge, skills, understanding and attitudes needed to perform in the workforce of the 21st century.

COURSE GOALS:

Students will:

1. Practice safe, ethical, and legal use of technology systems and digital content.
2. Analyze cultural, social, economic, environmental, and political effects and trends of technology to assess emerging technologies and forecast innovations.
3. Apply safe and healthy work standards in the workplace for procedures and conditions.
4. Analyze computer hardware to determine software compatibility.
5. Diagnose problems related to technology systems.
6. Utilize advanced features of word processing software.
7. Identify various types of letters and resumes.
8. Create online forms and Web page designs.
9. Merge information from various programs.
10. Utilize advanced technology utilities.
11. Share documents.
12. Utilize word processing software to demonstrate professional writing skills.
13. Utilize wizards and templates to create spreadsheets.
14. Utilize spreadsheet features.
15. Create formulas manually and with the function wizard.
16. Audit equations and troubleshoot errors.
17. Format spreadsheets, graphs, and lists for printing.
18. Utilize advanced features of database software.
19. Create forms and manage data automatically.
20. Optimize the database for easy navigation and data input.
21. Utilize advanced features of multimedia software.
22. Present a completed multimedia resume.
23. Create a multimedia presentation from scratch.
24. Utilize digital tools to deliver commerce and information technology curriculum.
25. Critique the Internet and digital information for validity, accuracy, bias, and current relevance.

26. Create a product that integrates information from multiple software applications.
27. Utilize research results to determine career and entrepreneurial opportunities, responsibilities and education and credentialing requirements.
28. Analyze the organizational structure of a business to determine roles and responsibilities of employees and functions of departments or units.
29. Demonstrate knowledge and skills gained through student organization activities.
30. Demonstrate collaborative skills using curriculum-related content in digital environments.
31. Create simulations using digital tools.
32. Explain data encryption procedures.
33. Utilize interactive models and digital sources to address real-world problems.
34. Demonstrate knowledge and skills gained through student organization activities.
35. Critique various ways to become financially literate.

ESSENTIAL QUESTION(S):

1. What criteria should a person or business use in selecting hardware and software in various environments? Why are these criteria important?
2. How are self-assessments beneficial in career planning? What is your self-assessment ranking and how will it help you in the future?
3. How do you create and format a variety of personal and business related documents?
4. How do you professionally create and develop business documents? Why is this process important?
5. How do spreadsheet applications simplify data commonly used in business settings?
6. How do database applications organize data commonly used in business settings?
7. How is multimedia software used to enhance informational presentations?
8. How does information on the Internet enhance one's research abilities compares to research methods of the past?
9. What criteria should a person or business use in selecting hardware and software in various environments? Why are these criteria important?
10. How has electronic mail changed the way business is conducted?
11. How does being financially responsible affect your personal and professional life?
12. How do emerging technologies and innovations affect your cultural, social, economic, environmental, and political life?
13. What skills are more important in the workplace – performance skills or interpersonal skills? 14. How does participating in a CTSO affect one's leadership and teamwork skills?

COURSE OUTLINE:

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|---------------------------------|-------------------------------|
| I. Word Processing Applications | IV. Presentation Applications |
| II. Spreadsheet Applications | V. Internet Research |
| III. Database Applications | VI. Electronic Mail |

I. Word Processing Applications

- A. Construct written communication using correct business format, including letters of application, resumes, and follow-up letters
 1. Identifying types of letters (Examples: request, persuasive, collective, goodwill)

- B. Demonstrate correct procedures for creating online forms, Web page designs, document sharing, and merging information obtained from a database.

II. Spreadsheet Applications

- A. Design spreadsheets for personal and business use.
 1. Use wizards and templates to create spreadsheets
- B. Apply mathematical, statistical, and logical functions to solve problems using spreadsheets.
- C. Create charts and graphs to clarify data and share information.
 1. Creating formulas manually and with the functions wizard
 2. Auditing equations and troubleshooting errors
 3. Formatting spreadsheet, graphs, and list for printing

III. Database Applications

- A. Utilize database functions for business and personal use to create tables, forms, reports, and queries.
 1. Create forms that manage data automatically
 2. Optimize the database for easy navigation and data input

IV. Presentation Applications

- A. Create a multimedia resume. (Example: electronic career portfolio)
- B. Present a self-designed multimedia presentation with visual elements, including using graphics, sound, and on-screen navigation and preparing a slideshow for live presentations and kiosk demonstrations.

V. Internet Research

- A. Utilize various Internet search engines to research business topics.
- B. Utilize integrated computer technology for creating projects.
- C. Compare uses of information technology as they relate to major business functions, including marketing, accounting and finance, manufacturing, human resources, and management.
- D. Apply skills needed to support information technology users, including supporting customers, tutoring information technology users, and assisting information technology users in updating technical skills.
- E. Utilize research results to analyze new and emerging business technology application software.
- F. Determine career and entrepreneurial opportunities, responsibilities, and educational and credentialing requirements related to business technology professions.

VI. Electronic Mail

- A. Utilize e-mail features safely and effectively.
 1. Applying skills for organizing the inbox and filtering junk mail
 2. Scheduling meetings, recurring appointments and tasks
- B. Analyzing e-mail data obtained from spreadsheets or data.

CULMINATING PRODUCT(S):

Students will:

- Properly create, format, and publish professional business documents.
- Collect data, create charts and graphs, and present information about an important, current issue.

- Use the data generated from the Spreadsheet product to generate reports with the database application.
- Create and deliver commerce and information technology curriculum-related content to an audience.
- Utilize the Internet to publish information about the Career Tech program or CTSO.
- Participate in a community service project.

ASSESSMENT/GRADING PROCEDURES:

On the job, being organized is important, being able to follow directions is important, being at work on time is important, having good attendance is important, keeping a neat work area is important, and maintaining professional behavior is important. In an effort to help build these characteristics in each business student these "Employability Skills." will be assessed.

Also, assessment will include the following: Appropriate Business Dress, Case Studies, Checklists, Debate, Group Presentations, , Online Activities, Oral Presentations, Performances, Performance Tasks, Portfolio, Production Exams, Projects, Research Paper formatting, Research Reports, Rubrics, Safety Test, Scenarios, Simulations, & Teacher Observations.

CULMINATING PRODUCTS:

1. Students will work to certify in the Microsoft Office Word, Access, Excel, and PowerPoint programs, students will be required to use the Gmetrix program to both work on their skills and practice for the Microsoft Office Specialists Tests. This will be required each semester.

AVAILABLE INDUSTRY CREDENTIALS:



The State of Alabama will pay for students to take and pass this program. The State has certain standards that students must meet before they will pay for students to take these tests.

INSTRUCTIONAL ASSESSMENTS

1. Grading Procedures

In Business Technology Applications—Advanced a points scale will be utilized for grading. Points Value on Assignments are determined on how much work each assignment requires. . **CHEATING WILL NOT BE TOLERATED!!** Each student is expected to do his or her own work. The first time a student is caught cheating, a

“0” will be earned on the assignment and the parents will be notified. Subsequent incidents will be dealt with on an individual basis.

MAKE-UP/EXTRA LAB PRACTICE:

Students will be able to makeup missed work with an excused absence within a reasonable time period, please do not wait until the end of the nine weeks, as determined by Mrs. Cochran and the MCBOE Student Handbook. The lab will be available during both enrichment periods for makeup work and certification practice and testing

INSTRUCTIONAL ASSESSMENTS cont.

2. Grading Scale

The grading scale for this class will follow the grading scale listed in the Douglas High School Handbook.

3. Major Projects

Projects: All students will be required work on the GMetrix programs to attempt to take the Microsoft Office Specialists exam.

4. **Classroom Procedures**

Students are expected to conduct themselves appropriately in the classroom. The following rules apply in the Business Department.

1. Each student will be assigned a computer station and is expected to be at the station at all times. Each student is expected to keep his/her area neat and orderly at all times. Each student is responsible for maintaining the computer and reporting damages.
2. Each student must be inside the room at his/her assigned station with books and supplies when the tardy bell begins to ring. **Anyone entering the room after the bell STARTS to ring will be considered tardy.**
3. While the teacher is providing information for the class, students should remain quiet. If the student has a question, he/she should raise his/her hand until the teacher call on the student to ask the question. If I continue to ask you to be quiet you will be sent to principals' office.
4. There will be **NO** eating, drinking, or gum chewing at any time in the classroom. Brushing hair, painting fingernails, and using cosmetics will not be tolerated during class. You may bring in a bottle of water. I have live wires running across the floor in this room.
5. The use of profanity is prohibited.
6. Please use the restroom, get water, and go to your locker between classes or during break. Each student will receive five (5) hall passes for the term (not nine (9) weeks). If a student uses all of his/her passes he/she **WILL NOT** receive anymore. If a medical situation arises, I **WILL ONLY ACCEPT NOTES FROM A DOCTOR**. I always give instructions at the beginning of class, I will not allow you to go at the beginning of class
7. All equipment, furniture, and books are valuable and should be taken care of by the student. **Please do not sit or prop feet on tables in the lab.** Our

chairs do have a tendency to slip if not sit in properly. If a student is caught tampering with or abusing Business Department facilities, the following will result: a) the student could be removed from the class, and b) monetary restitution will be made for any intentional damages.

Cell Phones must be put away at the beginning of class. Not on your table, you may pull these out when you are finished with your work. We may use phones occasionally in class. Do not plug your phones in these computers.

Failure to adhere to the before mentioned rules will result in the following consequences:

1st Offense: Verbal warning

2nd Offense: Write up to

3rd Offense: Contact parents

4th Offense: Disciplinary referral to Asst. Principal

Rule #7 carries its own consequences. Depending on the severity of a violation of a rule some consequences may be skipped (i.e. Severe profanity may result in immediate referral to the office).

5. Supplies Needed

Every student will need a pencil, black or blue ink pen.