

Business Computer Applications

Mr. Brandt Schneider Class Outline, Spring 2014

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Remember to check out your son/daughter's progress online at www.edline.net

COURSE DESCRIPTION:

As prospective future employees and business owners we must understand and be able to utilize computer applications to achieve professional success. With the advent of telecommuting, global workplaces, and constant connectivity we must be able to process this information in an efficient and skillful manner.

This class will expose students to the professional applications of word processing, slideshows, databases, and spreadsheets. Furthermore we will explore current Web 2.0 tools and their applications today and potential for future evolutions.

Lastly business environments have been transitioning to a virtual workplace where clarity in communication is of the upmost importance for maintaining productivity. We will focus on clear and proper communications skills using a variety of applications and methods.

The following outline is an estimate of what topics will be covered in Business Computer Applications. Depending on various factors, some items may be omitted and others added as time allows.

COURSE OBJECTIVES: Upon successful completion of this class, you will be able to:

- Format and organize content using a word processor.
- Customize and present material using slideshow software.
- Analyze and manipulate data within spreadsheet.
- Utilize Web 2.0 tools efficiently
- Collaborate with classmates
- Review and improve writing and language skills
- Develop accurate proofreading and editing skills
- Effectively search the internet for reliable research
- Work collaboratively within a group and a timeline
- Present your ideas and thoughts in an articulated fashion

OUTLINE OF MATERIAL COVERED: (order of modules may change at teacher's discretion)

Module 1: Word Processing

- a. Formatting and proper communications for business correspondences
- b. Applications in the workplace

Module 2: Slide Shows

- a. Integrating information and media
- b. Effective presentation skills

Module 3: Data Spreadsheets

- a. Understanding formulas and data
- b. Presenting data in user-friendly terms

Module 4: Web 2.0

- a. How we can use these tools personally and professionally
- b. Where the evolution is headed

Module 5: Communication Skills

- a. Appropriate professional correspondences
- b. Articulation and clarity

Student Evaluation:

Each marking period the grades will be calculated as follows:

- **Assignments 40%**

Assignments are daily class activities that are expected to be completed during the class period. Because computers may not be available outside of school this will constitute the majority of student grades. Incomplete work because of missed classes is expected to be completed in a timely fashion.

- **Projects 30%**

Throughout the marking period, various projects will be assigned. Depending on the intensity of the project some may count double.

- **Tests 30%**

Tests will consist of applying principles covered in class to open-ended questions. Depending on the intensity of the test some may count double.

★ *If you are absent from class the day of a test/project/quiz/assignment it is your responsibility to arrange for a makeup.*

EXTRA HELP

I am available for extra help after school. When possible, please check with me the day you plan to stop by to make sure I am available and not scheduled for a meeting. The best way to reach me is by email. My email address is bschneider@seymourschools.org

Ethics

Technology has made many facets of life easier; an unfortunate drawback to this is the increase in plagiarism. Please only submit work that is entirely original and your own. Any discrepancy to this policy will receive a **permanent 0** and be subject to

administrative discipline.

Classroom Guidelines

PBIS!!

Respect Learning

Respect Your Environment

Respect Each Other

Edline Grade Codes

AB = Absent = 0

CT = Cut = 0 and cannot be made up

NA = Not attempted = 0 (was in class when assignment given or was given the long term assignment but they handed nothing in)

IN = Incomplete = 33 (something was handed in but the assignment was incomplete)

****** = not yet graded = not used in the average

X = exempt