Syllabus

Business Computer Applications

Course Description

This course is designed to acquaint students with the advanced principles associated with information processing. Students study advanced computer concepts, software applications, and computer systems. Emphasis is placed on skill development in using technology to perform advanced information processing. Topics of study include computer concepts, word processing, spreadsheet, database and presentation software applications, which will increase in difficulty in the second semester. Computer technology will be presented that may lead to the student’s ability to obtain advanced certification in a popular office software package that includes word processing, spreadsheets, databases, e-mail and presentation programs. The student will participate in job training for entry-level employment in computer information processing for advanced study at the post-secondary level. Communication skills, keyboarding, decision-making, technology and critical thinking skills are reinforced in this course through business application projects. Work-based learning strategies appropriate for this course are service learning, field trips, job shadowing, and internships. Simulations, projects, teamwork, DECA and FBLA leadership activities, meetings, conferences, and competition provide opportunities for application of instructional competencies.

Prerequisite: Introduction to Business Computer Applications

Acceptable Use Agreement

This Acceptable Use Agreement is part of the student handbook. When you sign for the handbook, you also agree to the terms of this agreement. Please review this agreement with at the parish Web site at http://www.tangischools.org/info.html.

School

We will work hard in my classes, but students will gain computer and business skills that will serve them all their lives, whether they plan to go to work after high school or go to college.

Dual Enrollment

Students in business classes that maintain at least a C average and are 15 years of age and are entering the 11th or 12th grade are given the option of dual enrollment. Through the dual enrollment program, they get credit at Northshore Technical College--Florida Parishes Campus for classes they are taking at Sumner High School. They are also given the option of testing for industry-based certifications such as Microsoft Office Specialist in Word, Excel, Access, PowerPoint, and Outlook. We also offer the Internet and Core Computing certification in the Computer Literacy class. For more information on dual enrollment and industry-based certifications, please contact me. You can also read about the certifications at www.certiport.com.

Supplies List

$5 Technology Fee
Computer Lab Rules
1. Enter lab only if teacher is present.
2. Keep hands, feet, and objects in your work area.
3. Take care of equipment, books, and desks.
4. Access the Internet only when teacher assigns.
5. Change screensavers, backgrounds, and other system settings only when teacher assigns.
6. Play games only after assignments are finished.
7. Be courteous and respect others.

Classroom Rules
1. Walk quietly to your assigned seat by the tardy bell.
2. Follow instructions the first time given.

Consequences
1. Warning
2. Behavior Reflection Assignment at Lunch
3. Phone call to parent/guardian
4. Office Referral
5. Severe Disruption--Students will be referred directly to the office.

Instructional Units
Microsoft Word 2007
1. Creating and Editing a Word Document
2. Creating a Research Paper
3. Creating a Cover Letter and a Resume
Web Feature: Creating a Web Page Using Word
4. Creating a Document with a Title Page, Table, Chart, and Watermark
5. Generating Form Letters, Mailing Labels, Envelopes, and Directories
6. Creating a Professional Newsletter
Integration Feature: Linking an Excel Worksheet and Chart to a Word Document

Microsoft PowerPoint 2007
1. Creating and Editing a Presentation
2. Creating a Presentation with Illustrations and Shapes
Web Feature: Creating Web Pages Using PowerPoint
3. Creating a Presentation with Custom Backgrounds and SmartArt Diagrams
4. Working with Information Graphics
Collaboration Feature: Collaborating on and Delivering Presentations
5. Reusing a Presentation with Multimedia
6. Creating a Self-Running Presentation Containing Animated Shapes
Online Feature: Importing Files from the Microsoft Office Online Web Site

Microsoft Excel 2007
1. Creating a Worksheet and Embedded Chart
2. Formulas, Functions, Formatting, and Web Queries
3. What-If Analysis, Charting, and Working with Large Worksheets
Web Feature: Creating Web Pages Using Excel
4. Financial Functions, Data Tables, and Amortization Schedules
5. Creating, Sorting, and Querying a Table
6. Creating Templates and Working with Multiple Worksheets and Workbooks
Graphics Feature: SmartArt and Images
Microsoft Access 2007
1. Creating and Using a Database
2. Querying a Database
3. Maintaining a Database
Integration Feature: Sharing Data Among Applications
4. Creating Reports and Forms
5. Multi-Table Forms
6. Using Macros, Switchboards, PivotTables, and PivotCharts
SQL Feature: Using SQL

Evaluation

All daily assignments should be proofread thoroughly before turning them in for grading. All documents should be mailable, which means no mistakes--correct grammar, content, and free of typographical errors. You should check Parent Command Center daily for your grades.

Daily assignments graded by the teacher are scored according to the number of errors:

0=100=A
1=96=A
2=92=B
3=89=B
4=84=C
5=81=C
6=78=C
7=74=D
8=72=D
9=69=D
10=66=F
11=63=F
12=60=F
Over 12=57=F

Some of your assignments are graded by the computer, Skills Assessment Manager, and Certiprep.

School Grading Scale for the course

100-93=A
92-85=B
84-75=C
74-67=D
66-0=F

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Kentwood, LA 70444
Office hours: 7:50 a.m. to 3:00 p.m.
Notes:
Just a few personal notes for you. I am married to Aubrey Dale Cooper, a dairy farmer. We have two children--Kaitlin and Brent.

Just a few professional notes. I have a Master's Degree in Vocational Education from Louisiana State University. Also, I have a Bachelor's Degree in Business Education from Southeastern Louisiana University. My teaching experience includes eight years at Sumner High School and eight years at Louisiana Technical College--Florida Parishes Campus. I also worked as a secretary for 10 years prior to becoming a certified teacher. In addition, I hold the following computer certifications: IC3, MOS, and CIW Foundation. These are computer certifications that you could also attain if you work hard and study. We will talk more about these certifications in class.

The best way to reach me is by e-mail. If you need to speak with me, please call the (985) 474-8374 and leave a message. I will respond as quickly as I can. Please be sure to e-mail or call me if you have any questions.

Shelly Cashman Series Site
Flash Cards
http://www.scsite.com/wd2007/learn
http://www.scsite.com/ex2007/learn
http://www.scsite.com/ac2007/learn
http://www.scsite.com/ppt2007/learn

Certiport
Read about IC3 and MOS certifications.
http://www.certiport.com

Skills Assessment Manager
Training-Take practice exams and review course material.
http://sam2007.course.com

World Book Online
This link gives you access to the World Book Online Encyclopedia.
Login: Tangipahoa
Password: parish
http://www.worldbookonline.com

Career Planning
Mrs. Bracy recommended this site for career planning.
http://www.nycareerzone.org/

www.dol.gov
The Department of Labor has a link to The Occupational Outlook Handbook that lists the jobs that are the fastest growing in the U.S.

www.dscs.state.la.us/default.htm
Louisiana Department of Civil Service site lets you access job openings, job descriptions, and salaries for state jobs in Louisiana.

Free ACT Review Site
http://number2.com/

www.louisianapass.org
Louisiana PASS: Practice Assessment / Strengthen Skills is targeted for students in Grades 1-12. You can write an English / Language Arts composition and have it scored in PASS. You can answer
constructed-response questions in English, math, science, and social studies. When you don't know an answer, you receive feedback to help you. This site is a fantastic way for our students to prepare for standardized testing. Student's first time screen name should be "student" with a password of "tiger." Once they login for the first time, they will be assigned their own screen name and password.