Business Technology Applications—Advanced

Business Technology Applications—Advanced is a one-credit course that provides students with project-based applications of concepts learned in Business Technology Applications or Business Essentials. 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 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.

Career and technical student organizations are integral, cocurricular components of each career and technical education course. These organizations serve as a means to enhance classroom instruction while helping students develop leadership abilities, expand workplace-readiness skills, and broaden opportunities for personal and professional growth.

Length: 2 ½ days week for one year (one credit course)

Textbooks and Software:
The following software packages will be used in Advance Business Technology Essentials
- Word Processing - Microsoft Word
- Spreadsheet – Excel
- Database – Access
- Presentation – PowerPoint
- Internet – Internet Explorer
Textbook: DDC – Microsoft 2007 and other Internet Resources

Instructional Philosophy
Students will be expected to meet the course goals listed in this syllabus and be able to demonstrate their understanding of the underlying concepts in Advance Business Technology Essentials. The instructions will be project-based learning. Project-based learning is an instructional strategy that helps students makes connection between school and life. Students assessment will based on individual completions of assignments, and test, both objective and production. Some assignments will require research using the library, Internet, and/or community resources. The grading procedure is listed in this syllabus.

Word Processing Applications
- Construct written communication using correct business format, including letters of application, résumés, and follow-up letters.
- Identifying types of letters. Examples: request, persuasive, collective, goodwill
- Demonstrate correct procedures for creating online forms, Web page designs, document sharing, and merging information obtained from a database.

Spreadsheet Applications
- Design spreadsheets for personal and business use.
• Utilizing wizards and templates to create spreadsheets
  Apply mathematical, statistical, and logical functions to solve problems using spreadsheets.
  Create charts and graphs to clarify data and share information.
• Creating formulas manually and with the function wizard
• Auditing equations and troubleshooting errors
• Formatting spreadsheets, graphs, and lists for printing

**Database Applications**
• Utilize database functions for business and personal use to create tables, forms, reports, and queries.
• Creating forms that manage data automatically
• Optimizing the database for easy navigation and data input

**Presentation Applications**
• Create a multimedia résumé. Example: electronic career portfolio
• 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.

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

**Electronic Mail Applications**
• Utilize e-mail features safely and effectively.
• Applying skills for organizing the inbox and filtering junk mail
• Scheduling meetings, recurring appointments, and tasks
• Analyzing e-mail data obtained from spreadsheets or databases.

**Course Requirements**

Business Technology Essentials standards are followed from the Alabama Course of Study for Business and Marketing Education (dated 2010-2015). Completions of all assignments are regular attendance is necessary for success in Business Technology Essentials. All make-up work must be completed with two school days of an excused absence. It is the student responsibility to bring written excuse for any absences and to get missed assignments and to make arrangements for make-up work. If a student has more than 6 unexcused days, he or she cannot receive credit for this course. All assignments must be completed in the computer lab. Each student will have an assigned seat and workstation. Supplies will be furnished. The student is responsible for following classroom rules and procedures to keep the workstations neat and properly working. Any student caught cheating or using another computer disk will receive a zero on the assignment. Please refer to the Student Handbook and the Birmingham City School District Code of Conduct for information regarding exam exemption, attendance, make-up work,
dress codes and other policies. This course is the prerequisite for course in the Business/Marketing program.

Students With Disabilities: in compliance with the American with Disabilities Act of 1990, will make everyone responsible accommodation for students with special learning needs, including hearing impaired and classifications of disability specified in the ACT.

Articulation
Ramsay High School has an articulation agreement with Jefferson State Community College. This agreement allows students who complete business courses with an A or B average to exempt certain business courses at Jefferson State Community College.

Grading

20%  Test
55%  Daily work
15%  Homework
10%  Daily participation/Business Ethics