

INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS

SYLLABUS

Instructor	Ms. B. Woods	Phone	504 398 7115
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Office Hours	First Period Room 117	Website	www.bwoods.eboard.com
Tutoring	Thursdays, after school room 117		

Text:

Computer Concepts in Action, McGraw-Hill/Glencoe Publishing Company

Description:

This course is designed to provide students with basic computer application skills. Students will be introduced, for a minimum of six weeks of the school year, to the touch method of operating a computer keyboard to produce simple business documents. Emphasis is placed on basic computer concepts both hardware and software, word processing, and spreadsheet applications. Computer technology will be presented that could lead to the students' ability to obtain certification in basic information technology. (IC3 and basic word processing certification)

Goals:

1. Utilize current technology and information processing concepts for personal and business applications.
2. Explore and use telecommunications systems.
3. Apply proper keyboarding techniques to input data and produce personal and business documents.
4. Demonstrate the ability to use standard equipment found in a variety of modern offices.

Topics:

Technology in Your Life
Keyboarding Techniques
Using the internet
Word Processing
Presentations

Spreadsheets
Databases
Integrated Applications

Requirements:

Students are required to do all class work, homework, and projects assigned daily. Students absent are responsible for all work missed. Please see teacher upon returning to school or contact teacher by email. All missed work must be completed within five days.

Resources:

<http://glencoe.mcgraw-hill.com/sites/0078612357/> (click on student center)

Evaluation:

Students will be graded on the following:

Keyboarding techniques – grade weight 10%

Class Work – grade weight 5%

Homework – grade weight 5%

Quiz – grade weight 5%

Projects – grade weight 20%

Tests – grade weight 30%

Exams will count for 25% of the final semester grade.

Supplies:

1. 2 inch three-ring binder, with dividers and labeled as follows:
 - a. Handouts
 - b. Tests & quizzes
 - c. Study guides
 - d. Notepaper
 - e. Journals
2. Pen and pencil
3. 1gb jump drive
4. 10 CD's for back-up
5. 3 CD sleeves to put in binder
6. 1 Permanent Marker
7. **\$10. 00 lab fee cash or money order only(to assist with ink and paper supply)**

8. Small packet of Kleenex

Classroom Procedures:

1. Make sure computer is working properly. Check computer when first entering the room. Report any problems before tardy tone.
2. Go to teacher eboard for tabs or messages before class starts.
3. Get permission if you want to use the internet for anything other than the day's assignment.
4. Do not bring food, drink, lotions, or combs near the computers.
5. Do not alter anything on the desktop or hard drive.
6. Store your documents on a jump drive.
7. All computer use must have an educational basis. **NO GAME PLAYING.**
8. Do not play on the keyboard or on the desktop.
9. Work quietly and stay on task. Make every effort to do your best.
10. Follow teacher's directions daily.
11. Follow class rules.

