Business Management and Technology

Mrs. Gatson

**Teacher Information:**

Mrs. Janice Gatson M.A. Business Education Western Michigan University

B.S. Grace College

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Planning Hour: 1st

**Prerequisite: None**

**Course Description:**

Computer Applications is designed to give students an opportunity to work in an office-like environment while utilizing a computer, Microsoft Office 2016 and the Internet. Windows operating system will be used as students practice basic housekeeping tasks for creating, storing, deleting and updating files.

In order to prepare for the world of work, emphasis will be placed on the emerging technological advances, certifications in MOS, critical thinking, and teamwork. Students will learn how to keyboard through the touch system with emphasis being placed on both speed and accuracy. Students will learn the purpose of both business and personal business documents and how to format and keyboard them. Students will explore word processing, spreadsheets, database management, presentations, webpage, and desktop publishing as they learn to link documents from one application to another. Internet search skills will be refined as students use the Internet to find solutions to a host of problems. Students will develop a digital portfolio of their work. Students will also be required to do a job shadow. At the completion of Business Management & Technology students will be familiar with Microsoft Office, keyboarding business documents, and using the Internet for business purposes. Students will utilize the following:

**SOFTWARE**

Microsoft Office 2016—Word, Excel, Access, PowerPoint, and Publisher

Microsoft Academy

Google Classroom/Google Docs

Typing Web—Tutorial Speed/Accuracy Program

Gmetrix

**HARDWARE**

Networked personal computers

Sharp-Printer

LCD Panel

Scanner

# Basic Skills:

Keyboarding—speed/accuracy

Formatting of both personal and business documents

Spelling, grammar, and punctuation

Critical Thinking

**Computer Skills:**

Word Processing Windows 10

Desktop Publishing Computer Literacy

Database Management Spell Check, Thesaurus

Spreadsheet Grammar Check

Presentations Internet Search Skills

Scanner

**Grading Procedure:**

Knowledge and Thinking 50%

Agency 15%

Collaboration 15%

Oral Communication 10%

Written Communication 10%

Total 100%