



# Computer Applications in Business 1

2015-2016

## **Instructor:**

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## **Course Description:**

This course is designed to provide instruction in intermediate keyboarding, intermediate word processing, intermediate electronic presentation, intermediate computer hardware, intermediate Internet, introductory spreadsheet, and soft skills for business applications. These competencies provide the skills necessary to ensure increased productivity and efficient utilization of equipment.

**Course ID 8200520**

## **Purpose:**

The purpose of this course is to assist students in making informed decisions regarding their future academic and occupational goals and to provide information regarding careers in the Business Management and Administration career cluster. The content includes but is not limited to instruction in intermediate keyboarding, intermediate word processing, intermediate electronic presentation, intermediate computer hardware, intermediate Internet, introductory spreadsheet, and soft skills for business applications. These competencies provide the skills necessary to ensure increased productivity and efficient utilization of equipment.

Instruction and learning activities are provided in a laboratory setting using hands-on experiences with the equipment, materials and technology appropriate to the course content and in accordance with current practices.

**Additional Information** relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

## **Standards**

After successfully completing this program, the student will be able to perform the following:

- 01.0 Develop and apply keyboarding skills utilizing current technology.
- 02.0 Develop and apply word processing skills utilizing current technology.
- 03.0 Develop and apply electronic presentation skills utilizing current technology.
- 04.0 Identify and understand computer hardware.
- 05.0 Perform activities using the worldwide web.
- 06.0 Develop and utilize business-related soft skills.
- 07.0 Develop and apply spreadsheet skills.
- 08.0 Describe how information technology is used in the Business, Management and Administration career cluster.
- 09.0 Use information technology tools.
- 10.0 Identify components of network systems.
- 11.0 Describe and use communication features of information technology.

## **Recommended Materials:**

- A working email account used to register student for E-course and certification testing

## **Grading Criteria**

Certification Test** .....	15%
Classwork.....	50%
Tests .....	25%
Quizzes/bellringer/etc .....	10%

**\*\*Note: Students must score at least an 850 (3 times) on the GMetrix Practice Test before they are allowed to sit for the actual industry certification test.**

**Computer/Internet Use:** The use of computers and the internet is required. Any destruction, vandalism, accessing inappropriate websites, accessing other student accounts, games, or streaming will be dealt with as a discipline referral.

**Attendance and Make-up Work:** Career Education classes are by definition production classes. Your grade depends greatly on attendance, preparedness, and the timely completion of assignments. Don't waste time or get behind. All assignments are required, late work will not be accepted without an excused absence. It is your responsibility to make up work when absent within a reasonable time (1 day extra for every day absent.)