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| **A Day Schedule** | **B Day Schedule** |
| 1st – Conference | 5th – Bus Info Mgmt |
| 2nd – Bus Info Mgmt | 6th – Prin Bus Mk/Fin |
| 3rd – Prin Bus Mk/Fin | 7th – Bus Info Mgmt |
| 4th – Bus Info Mgmt | 8th – Conference |

Tutorials: (Available other times before or after school by appointment)

8:20-9:00 a.m. Tuesday & Thursday; 4:20-5:00 p.m. Monday & Wednesday

Course Description: The course develops technology skills with applications to personal and business situations focusing on spreadsheets, databases, presentation management, networking, operation systems and emerging technology with a review of keyboard and word processing. The importance of technology in the business world will be stressed daily. Among techniques used to deliver instruction are hands-on lectures, small group activities, multi-media material and student projects.

Course Objectives: After completing this course, each student will be able to successfully use Microsoft Word, Excel, Access, and Power Point. Students will be able to identify how each of these is applicable in different personal and business situations. Students will have opportunity to obtain their Certiport's Microsoft Office Specialist (MOS) Certification for each application. Additionally, students earning an 80 or higher for their overall average as well as a 70 or higher on ACC exam will receive articulated college credit for Austin Community College for ITSC 1309.

Grading Scale: (*Cheating results in automatic zero. Alternate assignment offered for max grade of 60.*)

Formative (Daily Assignments) 50%

Summative (Major Tests/Projects) 40%

Daily (Professionalism) 10%

Make-up Work: Students are responsible for attaining, completing and returning make-up work or missed assignments due to a class absence. You have two school days to complete any make-up work due for each absence. Work turned in past the allotted due date will receive a 15 point penalty.

Classroom Expectations: Students are to be seated and ready for instruction when the bell rings. Food and drink are not allowed near the computers. **Electronic devices should be stored away and silent during class. Cell phones may be confiscated and reclaimed from an admin office for $15 per district policy.** Be respectful to your teacher and show regard to others as well as the equipment in our classroom. All students are expected to follow the RRISD Student Handbook policies.

**Unit 1 – Career Exploration and Soft Skills (3 weeks)**

Objective 1: Career development exploration.

Objective 2: Communicate effectively with others using oral and written skills.

Objective 3: Demonstrate collaboration skills through teamwork and professionalism by conducting oneself in a manner appropriate for the profession and workplace

Objective 4: Demonstrate a positive, productive work ethic by performing assigned tasks as directed.

Objective 5: Comply with all applicable rules, laws, and regulations.

Objective 6: Demonstrate time-management skills by prioritizing tasks, following schedules, and tending to goal-relevant activities in a way that uses time wisely and optimizes efficiency and results.

Objective 7: Improve touch-system skills using the keyboard and keypad to input data.

**Unit 2 – Computer Basics and Communication Technology (3 weeks)**

Objective 1: Explain the strategic role of information systems and information communications technology within an organization.

Objective 2: Determine risks and rewards of developing a strategic role in information systems and information communication technology.

Objective 3: Move files in the computer operating system and create directories.

Objective 4: Able to create and move files and directories in the computer operating system.

**Unit 3 – Word Processing (MS Word and Google Docs) (8 weeks)**

Objective 1: Identify customary styles of business documents.

Objective 2: Use hardware and software needed to produce documents to address different computer applications.

Objective 3: Demonstrate writing techniques by generating ideas and gathering information relevant to the topic and purpose, while maintaining accurate records of outside sources.

Objective 4: Produce business documents, including business letters, resumes, research papers, and newsletters.

Objective 5: Edit a variety of written documents, insert and edit objects into a document, prepare and distribute personalized correspondence using mail merge, and use online word-processing technologies

Objective 6: Save files in various formats such as plain text, PDF, rich text format, and older versions of word-processing software.

**Unit 4 – Desktop Publishing – (MS Publisher, Google Drawings) (2 weeks)**

Objective 1: Identify technologies available for desktop publishing.

Objective 2: Identify customary standards and styles of desktop publishing.

Objective 3: Create desktop publications importing text and graphics.

**Unit 5 – Spreadsheet – (MS Excel, Google Sheets) (8 weeks)**

Objective 1: Perform mathematical processes, including percentages and decimals, order or operations principle, estimation, and prediction of patters of data.

Objective 2: Formulate and produce solutions to a variety of business problems such as budgets, payroll, inventory, invoices, balance sheets, profit-loss statements, and conversion of foreign currencies.

Objective 3: Create charts, graphs, and infographics using spreadsheet data.

Objective 4: Use online spreadsheet technologies to create, edit, and share documents.

Objective 5: Able to formulate and produce solutions to a variety of business problems.

**Unit 6 – Database – (MS Access) (4 weeks)**

Objective 1: Explain the principles of data analysis.

Objective 2: Explain the nature of tools that can be used to access information in the database system and choose appropriate software.

Objective 3: Identifies database software to create databases that facilitate business decision making. Objective 4: Applies data entry techniques to enter information in databases.

Objective 5: Uses commands to retrieve data and create reports from databases.

Objective 6: Applies data mining methods to acquire pertinent information for business decision making.

**Unit 7 – Electronic Presentation – (MS PowerPoint, Google Slides) (5 weeks)**

Objective 1: Identify the guidelines for using graphics, fonts, and special effects in presentations.

Objective 2: Analyze the effectiveness of multimedia presentations.

Objective 3: Determine the appropriate technology to create and deliver an effective presentation.

Objective 4: Save documents in various formats such as a template, video, and PDF to share or transport electronically.

Objective 5: Deliver an effective presentation.

Objective 6: Use online presentation management technologies to create, edit, transport, and share documents.

**Unit 8 – Cumulative Business Assessment (2 weeks)**

Objective 1: Expected to integrate multiple learned software applications to efficiently accomplish workplace tasks.

Objective 2: Integrate information systems planning with business planning.

Objective 3: Enhance usability of systems operations to support business strategies and operations.

Objective 4: Analyze available software packages for use in business settings.

Objective 5: Use hardware and software needed to produce documents to address different computer applications.