Business Technology

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You may reach me by email any time of day.

Office Hours:

M: 2:30-3:00, T: 1:00-1:35, TH: 2:30-3:00, F: 2:30-3:00

Course Overview:

Students will work as band managers to improve their computer skills. They will learn how to appropriately use Microsoft Word and Power Point. They will also work on their typing skills and learn about the different part of the computer. They will also learn about different places to store their files.

Course Outline

Throughout the course we will work on our skills as we complete tasks/projects that are relevant to our topics. Many standards will be touched through each task. Below is a list of some of the tasks that you will be completing.

- Create a band logo

- Create a flyer to promote the band

- Write lyrics to a song

- Create a song list

- Scavenger Hunt

On the next couple of pages are the scales that students will be evaluated on. Most tasks will hit more than one scale.

Computer Applications

2	3	4
Students will be able to: * recall specific vocabulary such as: Ribbon (insert, home, file) Slide, Theme, Transitions, animations, backgrounds Students demonstrate they have developed the understanding of or ability to: * Appropriate uses of word processing software * Slide, Theme, Transitions, animations, backgrounds * Presentation basic rules (dos and don'ts)	Students will be able to: * Evaluate the appropriate use of word processing tools (Spelling/Grammar Check, Change background, Font, Copy/Paste, Bullets, Alignment, Inserting, Resize, Word Art) * Create a presentation using basic presentation tools and project skills criteria	In addition to exhibiting level 3 performance, students demonstrate in-depth inferences and applications that go beyond the goal. Student and teacher will discuss student work to decide if it is of level 4 quality.

Digital Citizen

2	3	4
Students will be able to: * Recall specific vocabulary such as: cyberbullying, online predator, social networking, personal information, password, plagiarism, credible resource, netiquette Students will be able to: * Explain the role of digital media in their lives * List the advantages and disadvantages of communicating using technology and social media * Identify the formal and informal types of digital communication / netiquette * Make a secure password * Recognizing cyberbullying behavior	Students will be able to: * Generalize the concept of plagiarism and ethical use of technology * Generalize the purpose, need, security, creation of passwords * Recognize when a citation is required, to avoid plagiarism * Evaluate the appropriateness and reliability of electronic information * Create communication using proper etiquette for various audiences * Demonstrate appropriate reactions to cyberbullying	In addition to exhibiting level 3 performance, students demonstrate in-depth inferences and applications that go beyond the goal. Student and teacher will discuss student work to decide if it is of level 4 quality.

Keyboarding

2	3	4
Students will be able to recall specific vocabulary such as: Accuracy, speed, endurance, Proper posture, Home position, keystroke, WPM, Numeric keyboard, Qwerty keyboard Students will be able to: * Accuracy – 89 or below% * Speed – 10 WPM * Endurance – 1 page * Importance of good keyboarding skills in personal and professional life *Importance of posture and technique in improving accuracy, speed and endurance	Students will be able to: * Accuracy -- 95% *Speed – 15 WPM * Endurance – 2 pages *Consistently demonstrates correct fingering, posture and hand position.	In addition to exhibiting level 3 performance, students demonstrate in-depth inferences and applications that go beyond the goal. Student and teacher will discuss student work to decide if it is of level quality.

Technology Operations

2	3	4
Students will recognize or recall specific vocabulary such as: Save, Save as, Folder, Open, Renaming, Printer, CPR, mouse, keyboard, monitor, USB, VGA, Operating system, start button, program, terms of use, start menu, software, hardware, storage, desktop Students demonstrate they have developed the understanding of: * How and where to save -How to retrieve a file -Advantages and disadvantages of storage options - How the computer parts are connected together-Identification of the parts of the computer	Students demonstrate they have developed the understanding of or ability to: * Develop and demonstrate problem solving skills to determine the most optimal place to save files * How to create a new file from an existing file * Connect computer parts together successfully	In addition to exhibiting level 3 performance, students demonstrate in-depth inferences and applications that go beyond the goal. Student and teacher will discuss student work to decide if it is of level quality.