

# Computer Applications in Business 1

## **Why CTE?**

CTE courses train scholars with post-secondary skill sets which can be applied to career-ready choices and decisions.

## **Why Business?**

The soft skills housed in the business field are beneficial in application to scholars both in personal life choices and in career decisions. All subjects play an important role in business. Soft skills such as respect, communication and servant-leadership prepare scholars for success in peer-interactions and prepare them to play a positive role in enriching society.

## **Expectations:**

- Business Etiquette is always required in the Business Computer Applications 1 Course. Respectful language, clear communication, problem solving, active listening, proper use of technology, professional dress, use of manners, teamwork, civility, responsible behavior, proper time-management, motivation, demonstrated work ethic, flexibility, friendliness, negotiation, networking, patience, stress management, and confidence are successful business skill sets (soft skills) which promote community and embody servant-leadership. All these components of servant-leadership, as listed above, are the norms and expectations of the professional environment (this classroom) within the Business AP 1 Course.
- Charles S. Rushe Middle School's discipline plan and school rules (SOAR) and student expectations will be adhered to and followed.
- Food, including chewing gum and drinking beverages will be stored, unopened in backpacks.
- Computers will be used with good stewardship and respect. Only classroom lesson material will be displayed on computers and other technology devices.
- Before entering the classroom, students will turn off and store all technology devices (including cellphones and ear buds) in their backpack.

## **Grades:**

All projects and assessments (formative & summative) will be graded according to class directions given. All Assignments are worth points, and the number of points can be based on the length of the assignment, difficulty, or ease of the assignment, etc.

A 90 -100

B 80 - 89

C 70 - 79

D 60 - 69

## **Makeup Work Policy:**

All work is expected to be submitted on the assigned due date. If a student is absent, they are responsible to collect and turn in missed assignments/class work within two school days. If there is an extended absence, please talk with me to make arrangements that will work for both of us.

## **Materials Needed:**

Pen and/or pencil, spiral notebook, flash drive, ear buds/headphones (**NO BLUETOOTH**).

**MyLearning: Main portal used. Please check weekly announcements. This portal will be active by the end of week one.**

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## **Florida Department of Education Curriculum Framework**

**Course Title:** Computer Applications in Business 1  
**Career Cluster:** Business Management and Administration

### **Purpose**

This course is designed to provide a basic overview of current business and information systems and trends, and to introduce students to business and academic environments. Emphasis is placed on developing fundamental computer skills. The intention of this course is to prepare students personally and professionally in an information-based society. Digital Information Technology includes the exploration and use of presentation applications, management of personal information and email, word processing and document manipulation, HTML, and other programs using software that meets industry standards. After successful completion of this core course, students will have met the requirements for Technology Assistant - SOC Code 15-1151.

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.

### **Standards**

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

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

### **Personal Electronic/Safety Usage Agreement**

| <b>Student Initials</b> | <b>Parent Initials</b> | <b>I understand that:</b>                                                                                                                                                                                   |
|-------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                         |                        | Personal electronic devices include iPads, e-readers, cell phones of any kind, smart watches, and other web-enabled devices will be disabled and stored in backpacks before entering the classroom (RM 525) |
|                         |                        | I will respect all CSRMS electronics (including computers, iPads & printers).                                                                                                                               |
|                         |                        | I will practice safety with all items used in Computer Applications in Business 1 as this relates to myself and others.                                                                                     |

I have received and read the syllabus and Personal Electronic/Safety Usage Agreement for Mrs. Mandelberg's class and agree to the terms of this syllabus.

**Student Name:**      **Parent Initials:**      **Parent Preferred Contact (please include number or email):**

Pasco County School Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either the content or the activity conflicts with his religious beliefs or value system, the school will consider a written request for his child to be excused from a particular class for specified reasons. The student, however, will not be excused from participating in the course and will be provided alternate learning activities during times of such parent requested absences.