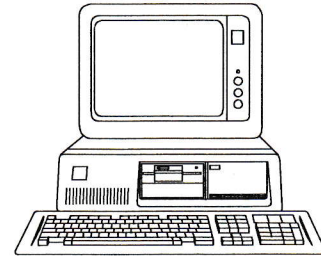


# WELCOME TO ADVANCED BUSINESS TECHNOLOGY APPLICATIONS!

Course Description: Advanced Business Technology Applications is designed to provide students with skills in computer technology and business applications. The emphasis is on understanding and using integrated software with basic business applications. This course utilizes computers as a business tool through the use of database, spreadsheet, word-processing, and presentation software, along with internet research. It includes analyzing, synthesizing, and evaluating situations to complete tasks efficiently and effectively. A major emphasis is placed on guiding students through real-world experiences to ease the school-to-career transition.



Prerequisite: Business Technology Applications.

- I. Instructor: Dr. AnnaKay Holland, RHS Career/Technical Office: 331-2110, ext. 1203
- II. Fees: A \$30 supply/equipment fee for the year is payable by the end of the first week of school.
- III. Textbooks/Software: (Provided by school)
  - 1. Microsoft Office 2013, Vermaat, Cengage Publishing Co., Cincinnati, OH, 2014.
  - 2. Skill Building Exercises for the Word Processor, Iris Blanc, DDC Publishing Co., New York, NY.
  - 3. Spreadsheets Skill Building Exercises and Applications, Iris Blanc and Cathy Vento, DDC Publishing Co., New York, NY.
  - 4. Database Applications, William Drum and Kenneth Gorman, South-Western Publishing Co., Cincinnati, OH.
  - 5. Computer Applications for the New Millennium, Iris Blanc, South-Western Publishing Co., Cincinnati, OH.
  - 6. **COMPUTER SOFTWARE:** Microsoft Office 2013

\*(The textbooks remain in the Computer classroom at all times; they may not be taken home.)

- IV. Supplies Needed:
  - A. Pen or pencil (for note taking)
  - B. For note taking: loose leaf paper in a 3-ring loose leaf notebook (pocket dividers would be helpful) (a thin, 1" loose leaf notebook is a good size)

V. Grading Method:

Nine Weeks' Grade:

A.	10%	Employability Skills
B.	40%	Tests
C.	50%	Daily Work
	100%	Total

RHS Grading Scale:

A = 90 - 100
B = 80 - 89
C = 70 - 79
F = 69 and below

A. 10% Employability Skills

On the job, it is very important for you to be organized, to be able to follow directions, to be at work on time, to have good attendance, to keep neat work areas, and to maintain professional behavior. In an effort to help build these characteristics in each business student, part of every nine weeks' grade will be "Employability Skills." Everyone begins each nine weeks with a grade of 100 for Employability Skills. It is so easy to keep the 100 and let this portion of your total grade help your average; or, you can lose points from this part of your grade and hurt your average for the following reasons:

1. Failure to follow classroom rules = -2 points per violation
2. Failure to clean up your work area and leave it neat = -2 points per violation
3. Coming to class without proper supplies (note taking materials, etc.) = -2 points per violation (Do not ask to borrow paper from others in class)
4. Any disorderly conduct that interferes with our classwork = -2 points per violation
5. Repeated misbehavior will result in a zero employability grade

B. 40% Tests

Tests can be either in written (questions) form or in production form. Occasionally, a job from one of our books may be typed as a production "pop" test. It is your responsibility to schedule make-up tests that you miss.

C. 50% Daily Work

We will cover approximately 300 - 375 jobs in this course. Each job is worth 5 points; this gives you a possible score of approximately 100 for your daily grade each nine weeks. Some jobs will only be checked for participation and for format; others will be randomly checked word for word for accuracy. Points will be deducted for uncorrected typographical errors, formatting errors, etc. Jobs missed due to absence from school may be done in your spare time or after school. Failure to turn in a job or to make up a job will result in the full 5 points deducted. Making up missed work is your responsibility. All make-up work is due within three days of the absence.

D. Honesty

Students are expected to exemplify honesty at all times. Examples include but are not limited to, questioning by teachers or administrators, homework, and tests. Cheating will not be tolerated at Russellville High School. Any student caught cheating will be given a zero on that test or assignment and a zero for that nine weeks' employability grade.

E. iNOW Home

Grades are posted each week on Wednesday; therefore, if a test is given on Thursday or Friday, it will be the following Wednesday before all grades are up-to-date. Please notify your parents of this posting date when they are checking grade reports on iNOW Home.

VI. FBLA:

All students enrolled in Business Classes are eligible for membership in FBLA (Future Business Leaders of America). Joining FBLA is a great way to supplement your business education. See one of the business teachers (Dr. Holland or Mrs. Moore) for information about membership; dues are \$15.00 per year (includes local, state, and national dues) or \$25.00 per year (includes dues and t-shirt).

I have read the above course outline, and I understand what is expected of me this year in Advanced Business Technology Applications.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

I have read the above course outline, and I understand what is expected of my child this year in Advanced Business Technology Applications.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

It is the official policy of Russellville City Schools that no person shall be denied employment, be excluded from participation, be denied the benefits of, or subjected to discrimination in any program or activity on the basis of race, color, disability, sex, religion, national origin, or age. The Assistant Superintendent has been designated as the person coordinating the effort to implement this nondiscriminatory policy. If there are questions or concerns, contact him by phone at 331-2000 or in writing at 1945 Waterloo Road, Russellville, AL 35653. RHS Business Classes are open to all students. See Dr. Holland or Mrs. Moore for more information about any business class.