



Delmar School District Course Syllabus & Outline

Faculty: Jonathan Layton

Course Title: Exploring Business 7

Grade Level: 7

Method of Contacting Teacher:

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Course Description

The purpose of this course is for our students to become master users of word processing and presentation software. With this knowledge they will be able to format professionally formatted documents that follow Business Professionals of America standards.

Course Rationale/Objectives

This is the third course available to our students in the Middle School Business program to assist them in becoming college and career ready.

Major Learning Goals/Standards

Our curriculum is guided by the Department of Education Business Technology Applications Content Standard 2: Students will demonstrate skill-based knowledge using business technology applications by selecting the most appropriate process to develop an end product using efficient keyboarding methods, correct formatting and proofreading techniques for mailability.

Learning Outcomes

- Learn and follow our District Acceptable Use Policy.
- Master word processing skills.
- Master presentation skills.
- Apply word processing skills to create professionally formatted documents.
- Learn the importance of Internet Safety.

Primary Textbook

Learning Microsoft Office 365 Deluxe Edition

References and Resource Materials

- Business Professionals of America Style Guide
- iSafe

Course Outline/Curriculum Map:

1. Creating Word Documents with Headers and Footers
2. Formatting Documents with Themes and Styles
3. Editing and Correcting Documents
4. Adjusting Alignment and Spacing
5. Creating Letters and Envelopes
6. Formatting Text with Fonts and Effects
7. Formatting and Sorting Lists
8. Inserting Pictures, Text Boxes, and Shapes
9. Formatting Graphics Objects
10. Working with SmartArt Graphics, Text Effects, and Page Borders
11. Checking Spelling and Grammar
12. Moving a Selection
13. Copying a Selection
14. Inserting a Table
15. Aligning Tables
16. Drawing a Table
17. Performing Calculations in a Table
18. Improving a Document with Find and Replace and AutoCorrect
19. Working with Templates and Different File Types
20. Changing Case and Managing Document Properties
21. Formatting a One-Page Report
22. Managing Sources and Controlling Text Flow
23. Working with Newsletter Columns
24. Enhancing Paragraphs with Dropped Capitals, Borders and Shading
25. Using Format Painter, Highlights, Symbols, and Quick Parts
26. Creating Letters and Labels
27. Getting Started with PowerPoint
28. Working with Slides
29. Working with Headers, Footers, and Notes
30. Inserting and Formatting Pictures
31. Formatting Text
32. Aligning Text
33. Displaying the Presentation Outline
34. Arranging Slides
35. Adding Slide Transitions
36. Working with Lists
37. Inserting Online Pictures
38. Inserting Symbols and Text Boxes
39. Drawing and Formatting Shapes
40. Positioning and Grouping Shapes
41. Creating and WordArt
42. Creating SmartArt Diagrams
43. Creating a Photo Album
44. Modifying a Theme
45. Modifying a Background
46. Animating Slide Objects
47. Creating Multimedia Presentations
48. Internet Safety (Integrated throughout school year)
- 49.

- End of Unit Activities

Learning Activities:

- Try It Activities
- Lesson Practice
- Lesson Apply
- Critical Thinking
- Portfolio Builders

Teaching Methods:

- Collaborative Pairs
- Direct Instruction
- Guided Practice
- Independent Pro
- jects
- Interactive Lectures

Homework Policy:

This course generally does not have homework due to the nature of the course.

Assignments, projects, expectations:

Each lesson has projects throughout. At the end of each chapter a culminating activity is assigned.

Grading, Assessment, and Evaluation Procedures:

The following items will be used for assessment:

1. Classwork
2. Production Assignments
3. SAM

Delmar Middle & High School Grading Scale

Grade	Percents	Grade	Percents	Grade	Percents	Grade	Percents
A+	98 – 100	B+	89 – 91	C+	80 – 82	D+	71 – 73
A	95 – 97	B	86 – 88	C	77 – 79	D	68 – 70
A -	92 – 94	B-	83 – 85	C-	74 – 76	D-	65 – 67
						F	Below 65

Materials provided by Teacher

- Computer
- Textbook
- Data Files

Materials provided by Student

- Notebook
- Pen/Pencil