



Delmar School District Course Syllabus & Outline

Faculty: Jonathan Layton

Course Title: Exploring Business 8

Grade Level: 8

Method of Contacting Teacher:

Phone: (302) 846-9544

E-mail: jonathan.layton@delmar.k12.de.us

Course Description

The purpose of this course is for our students to become master users of spreadsheets software. Integration of personal finance and careers, as well as Internet Safety take place throughout the class.

Course Rationale/Objectives

This is the 4th business course available to our students to assist them in becoming college and career ready.

Major Learning Goals/Standards

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

Demonstrate the use of spreadsheets to make a professional worksheet or workbooks

Utilize sources to gain information on careers

Demonstrate personal financial skills

Primary Textbook

Learning Microsoft Office 365 Deluxe Edition

Additional Texts

Major Clarity

Business Professional Of America Style Guide

References and Resource Materials

- Business Professionals of America Style Guide
- Career Cruising/ Student Success Plan
- Go Venture
- Internet
- iSafe

Technology

- Computer
- Microsoft Office Suite
- Net Support
- Internet
- MyLab

Course Outline/Curriculum Map:

Getting Started with Excel

- Touring Excel
- Worksheet and Workbook Basics
- Adding Worksheet Contents
- Worksheet Formatting
- More on Cell Entries and Formatting
- Working with Ranges
- Creating Formulas
- Copying and Pasting
- Techniques for Moving Data
- Sheet, Display, and Print Operations

Working with Formulas and Functions

- Getting Started with Functions
- Using Excel Tables
- Working with the NOW Function and Named Ranges
- Working with IF Functions
- Working with Text Functions
- Using Frozen Labels and Panes
- Using Conditional Formatting and Find and Replace
- Rotating Entries and Resolving ##### Errors

- Managing Worksheets and Performing Multi-Worksheet Operations
- Modifying Print Options

Charting Data

- Building Basic Charts
- Showing Percentages with a Pie Chart
- Enhancing a Pie Chart
- Adding Special Elements to a Chart or Sheet and Updating a Chart
- Completing Chart Formatting
- Comparing and Analyzing Data
- Chart Printing and Publishing
- Using Charts in Other Files
- Making Special Purpose Charts

Advanced Functions

- Working with Hyperlinks
- Using Advance
- Using Advanced Filtering
- Using Advanced Functions to Predict Trends
- Using Advanced Functions for Data Analysis
- Using Lookup Functions

- Working with PivotTables and PivotCharts
- Working Data Models

- Working with PowerPivot and Power View

Learning Activities:

- Try-It Activities
- Lesson- Practice
- Lesson- Apply
- Critical Thinking
- Portfolio Builders
- End of Unit Activities

Teaching Methods:

- Collaborative Pairs
- Direct Instruction
- Guided Practice
- Independent Projects
- 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. Class Work
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
Text Book
Data Files

Materials provided by Student

Notebook

Writing Utensil