| Teacher: Ms. Bonita McMillian | Class: (C106) |
| --- | --- |
| **Phone**: (281) 329-2407 | Email: (Bonita.Mcmillian@fortbendisd.gov) |
| **Office Hours**: (Monday, Tuesday 3:00 to 4:00pm) |  |
| **Course**: 1.0 |  |
| **Class Days:** (2nd, 3rd, 4th, 7th)  **Conference Period:** (8th) |  |

## \*Foundation of Business Communication and Technology\*

**Course Description**

This course introduces students to essential personal and interpersonal skills needed for workplace success and post-secondary education. Emphasis is placed on strengthening communication and technical abilities through hands-on use of business technologies.

Students will develop:

* Computer operation proficiency
* Speed and accuracy in keyboarding
* Word processing using Microsoft Word
* Database and spreadsheet creation using Excel
* Desktop publishing using Publisher
* Professional presentations using Microsoft PowerPoint

**(Textbooks & Software)**

**Textbooks:**

* Cengage Online Textbook (includes projects, training, and exams)

**Software & Platforms:**

* Microsoft Office Suite
* GMetrix
* Console 8
* GCF Learn Free
* Certiport
* Schoology
* Additional supplemental software as needed

**\*Course Outline\***

**Cengage Modules (Microsoft Office Suite):**

Each module includes:

* **SAM Training** (Guide, Observe, Practice, Apply)
* **SAM Textbook Projects**
* **Additional Hands-On Projects**
* **SAM Module Exam**

**Assignment Types:**

1. **SAM Projects** – Apply skills using Office applications.
2. **SAM Trainings** – Simulated, interactive skill-building.
3. **Module Exams** – Assess knowledge and application.
4. **GMetrix Concept Reviews** – Identification, multiple-choice, matching.
5. **GMetrix Skill Reviews** – Hands-on reinforcement activities.

**\*9-Week Breakdown\***

**1st 9 Weeks:**

* Technology basics: OS, hardware, and utilities
* Microsoft Word: Formatting business documents
* Cengage Modules 1–8 (Microsoft Word)

**2nd 9 Weeks:**

* Explore business environments
* Word Certification preparation
* Introduction to Desktop Publisher
* Cengage Modules 9–11 (Word Specialist Expert)

**3rd 9 Weeks:**

* Research & database management (Microsoft Access)
* Business math using Excel
* Cengage Modules 1–8 (Microsoft Excel Expert)

**4th 9 Weeks:**

* Presentation development using PowerPoint
* Final integrated projects
* Cengage Modules 1–8 (Microsoft PowerPoint)

**\*Grading Policy\***

| **Category** | **Weight** |  |
| --- | --- | --- |
| Daily Work | 40% |  |
| Major Grades | 60% |  |
|  |  |  |

**Daily Work** includes:

* Class assignments
* Screen checks
* Warm-ups / Timed writing (first 10 minutes of class)

**Major Grades** include:

* Exams
* Projects & presentations
* Performance assessments
* Portfolios

**Late Work Policy**

* **10-point deduction** for each day late
* **Must meet original assignment requirements**
* **No credit for incomplete or low-effort work**
* **Completion-grade assignments cannot be submitted late**

**Classroom Management**

* Follow all the rules in the **Student Handbook**
* **No** cellphone or devices usage (must always be in backpack – **State of Texas Mandated)**
* Be seated and prepared when the bell rings
* Assigned seating is required
* Keep backpacks under chairs/tables
* Clean up and push chairs underneath desk before leaving
* **No** food, drinks, or gum in the lab
* **No** games, outside media, or personal flash drives

**Internet Rules**

* Use only with teacher permission
* **Do not download** anything
* **No chat rooms** or inappropriate websites
* **Notify the teacher** immediately if inappropriate content is encountered
* **Printing from the internet requires approval**

**Tutorials (Mandatory for Students Below 70%)**

**Day:** Mondays & Tuesday  
**Time:** 3:00 PM – 4:00 PM  
**Attendance:** Required if recommended by the teacher or if assignment grades fall below 70.