Foundations of Business Communications & Technology

Instructor: Mrs. LaKyshia Jones

Room: G220

Class Periods: 4th, 5th

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Conference Period: 3rd

Course Credit: 1.0

**COURSE DESCRIPTION:** Introduction. Students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and to make a successful transition to the workforce and/or postsecondary education. Students apply technical skills to address business applications of emerging technologies.

Foundation of Business Communication & Technology is designed to help students develop skills in operation of the computer, speed and accuracy in keyboarding, and production of word processing (letters and reports) with Microsoft Word, database, and electronic spreadsheet materials with Excel . Desktop publishing, telecommunication with Publisher, and presentations will also be covered using Microsoft PowerPoint.

**TEXTBOOKS:** Cengage online textbook, projects, trainings, and exams

**SOFTWARE:** Microsoft Office, GMetrix, Console 8, GCF LearnFree, Certiport, Schoology and other supplemental software.

**OUTLINE OF CLASS:**

**Course Outline: Cengage Modules**

For each module, students are required to complete the SAM Training, Textbook Project, at least one other project, and the SAM exam.

***Assignment Descriptions:*** Assignments may include any of the following: *(This is just an example of some of the assignments that will be completed. Other assignments may be assigned as needed.)*

1. SAM Textbook Projects and other projects: projects using the Microsoft Office applications, where you can apply your new Office skill set and master essential computing skills.
2. SAM Trainings- video simulated training and interactive practice where the students actively apply the skills learned in the module. Each SAM Training for Microsoft Office has four parts: Guide, Observe, Practice, and Apply.
   1. **Guide**: Read about the task in a window describing a scenario you complete.
   2. **Observe**: Observe the skill while listening to a voiceover that guides you through each step and displays on-screen callouts.
   3. **Practice**: Step through a guided practice session with a voiceover where you control the keyboard and mouse.
   4. **Apply**: Test your skills in a simulated Microsoft Office and computing environment.
3. Module Exams: Demonstration of your knowledge of module
4. GMetrix Concept Reviews: Includes screen identification, multiple choice, and matching questions.
5. GMetrix Skills Reviews: Provides additional hands-on exercises that mirror the progressive style of the lesson material

**1st 9 Weeks:** Students will learn about basic technology concepts including operating systems, utilities, and basic hardware concepts. Students will also learn how to format and produce business documents using Microsoft Word. Cengage Modules 1-8 for Microsoft Word

**2nd 9 Weeks:** Students will continue to learn about business environments and apply those to the use of different technologies. While exploring different business environments the students will get Microsoft Word Certification and learn more about Desktop Publisher. Modules 9-11 for Microsoft Word Office Specialist Expert.

**3rd 9 Weeks:** Students will learn about research management, database management, and using Microsoft Access. Students will learn to integrate all Microsoft products and utilize them in business environments. While exploring different business environments the students will utilize business mathematics while using Microsoft Excel spreadsheet software. Cengage Module 1-8 for Microsoft Excel Expert.

**4th 9 Weeks:** Students will be learning and demonstrating basic presentation concepts and utilization of Microsoft PowerPoint. Students will continue to learn about business environments and apply those to the use of different technologies. While exploring different business environments the students will learn how to use PowerPoint. Cengage Modules 1-8 for PowerPoint

**GRADING:**

The following grading percentages will serve as a basis for the grades for this class:

**Daily Work:** 40%

This will include daily assignments, activities and screen checks. Warm Ups/Timed Writings for 10 minutes. This will include any activities that are used at the first ten minutes of class, which could include vocabulary activities, timed writings and journal activities.

**Major Grades:**  60%

This will include nine-week tests, benchmark exams, unit/chapter test, research projects/papers (final product), special projects (science fair, high fair, performances, speeches, etc.) performance based assessments, book reports/critiques, compositions, and portfolios.

**LATE WORK:**

Assignments are due at the beginning of the class period. All late work will receive a 10 point deduction. Late work must adhere to the same requirements as non-late work, so your best is still expected. Work that shows a lack of effort will not be accepted. Assignments that received completion grades will NOT be accepted late. No exceptions.

**CLASSROOM MANAGEMENT:**

* All policies in the STUDENT HANDBOOK will be followed.
* Students must be in their seat when the bell rings.
* Students will sit in assigned seats and be held responsible for equipment and furniture at their workstation.
* Be in your seat with needed supplies when the tardy bell rings and place backpacks under tables or chairs.
* When leaving class, clean the work area and push the chair under the table.
* No food, drink, or gum will be allowed in the computer lab.
* No computer games, outside CDs/disks, or flash/jump drives allowed in computer lab.

**INTERNET RULES:**

* Students will not use the Internet without permission from the teacher.
* Students are not allowed to download from the Internet.
* Students will not enter chat rooms.
* Students will not enter morally questionable areas. (If a student should accidentally encounter an area of which they are unsure, the teacher should be immediately notified to assist in making the decision. This would include, but is not limited to, vulgar language and/or pictures that are in appropriate.)
* Students will not print from Internet except by teacher permission.

**Tutorials are MANDATORY**

**If you have a grade of below a 70 on any assignment you are REQUIRED TO ATTEND TUTORIALS**

**TUTORIALS are on MONDAYs AFTER SCHOOL FROM 3:00 PM 4:00PM provided by recommendation and request.**

**Please review the syllabus with your parents/guardians. Keep this copy and return the signed miniature syllabus in for Homework.**