**[](http://en.wikipedia.org/wiki/File:MarburyHighSchoolLogo.jpg)** **Business Technology Applications Course Syllabus** 2020-2021

***Instructor Information***

Teacher: **David Hicks** Room #: B18

Contact: email **david.hicks@acboe.net** or call the school at 334-387-1910 to set up a conference

Also visit www.marburyhighschool.org and click on “Faculty & Staff” to view lesson plans, class schedule, course syllabus, teacher bio, and additional information.

***Business Technology Applications Class Description***Business Technology Applications is a one-credit foundation course designed to assist students in developing technological proficiencies in word processing, spreadsheets, databases, presentations, communications, Internet use, ethics, and careers using technology applications. Simulations and projects promoting teamwork, leadership, and workplace skills offer further opportunities for application of knowledge and skills.

Career and technical student organizations are integral, cocurricular components of each career and technical education course. These organizations serve as a means to enhance classroom instruction while helping students develop leadership abilities, expand workplace-readiness skills, and broaden opportunities for personal and professional growth.

***Business Technology Applications Class Goals***

After completing the course, the student will be able to do the following:

* Utilize advanced technology utilities, including compressing files, converting files, importing  
  files, exporting files, and transferring data among applications.
* Analyze computer hardware to determine software compatibility.
* Diagnose problems related to technology systems, including advanced network systems, hardware, and software.
* Utilize advanced features of word processing software, including outlining, tracking changes, hyperlinking, creating macros, developing forms, and mail merging.
* Utilize word processing software to demonstrate professional writing skills by producing and editing business correspondence documents using various data input techniques.
* Utilize spreadsheet features, including formulas, functions, sorting and filtering data, templates, charts, and graphs in creating, editing, and printing workbooks.
* Utilize advanced features of database software, including sorting, filtering, querying and merging data, and creating reports.
* Utilize advanced features of multimedia software, including photo, video, and audio editing, to create and present multimedia presentations using effective communication skills.
* Utilize digital tools to deliver commerce and information technology curriculum-related content to an audience.
* Critique Internet and digital information for validity, accuracy, bias, and current relevance.
* Create a product that integrates information from multiple software applications.
* Utilize research results to determine career and entrepreneurial opportunities, responsibilities, and educational and credentialing requirements in commerce and information technology.
* Practice safe, ethical, and legal use of technology systems and digital content.
* Analyze cultural, social, economic, environmental, and political effects and trends of technology to assess emerging technologies and forecast innovations.
* Apply safe and healthy work standards in the workplace for procedures and conditions, tools, dress, use of technology, emergency procedures, and work area maintenance.
* Analyze the organizational structure of a business to determine roles and responsibilities of employees and functions of departments or units.
* Demonstrate knowledge and skills gained through student organization activities to enhance leadership and teamwork.
* Demonstrate collaborative skills using curriculum-related content in digital environments.
* Create simulations using digital tools
* Explain data encryption procedures.
* Utilize interactive models and digital sources to address real-world problems.
* Demonstrate knowledge and skills gained through student organization activities to enhance leadership and teamwork.
* Critique various ways to become financially literate, including identifying credit card use and misuse; explaining ways to avoid identity theft; identifying reasons for budgeting, saving, and investing; comparing rates of interest as they relate to various time frames in the repayment of loans; and determining how debt influences future employment and purchases.
  + *The class will prepare students for Microsoft MOS certification assessments for MS Word and MS PowerPoint.*

***Student Class Supplies***

Approved Face Mask

Flash Drive

Headphones or Earbuds

Black or Blue Pen

Personal Paper

½” Binder to file graded work and study materials

***Teacher Wish List (optional donations that would be greatly appreciated)***

**Clorox wipes**, Hand sanitizer, paper towels, tissues, White and color copy paper, flash drives (new or used), black dry-erase markers, 13-gallon trash bags.

***Fees and Textbooks***

There is a $20 fee for the Multimedia Publication course. Checks should be made payable to Marbury High School. Students will not be issued a personal textbook.

***FBLA Student Organization***

Students are encouraged to participate in FBLA (Future Business Leaders of America). FBLA gives students the opportunity to learn business leadership skills, engage in service activities, and compete in Area, State, and National competition. FBLA is an integral, cocurricular component of this course. For more information, see fbla-pbl.org. Students must have a C average or higher and be a paid member to participate in FBLA activities. Membership dues are $15.

***Computer and Equipment Usage***Your student is required to wipe down their keyboard and mouse with cleaning wipes at the end of each class, every day. Your student is expected to abide by the Autauga County Schools internet usage agreement. Any student caught misusing the equipment and software will be referred to the administration, appropriate action will be taken. Your student will be responsible to pay for any financial loss incurred. *Students should only run software programs and visit websites that they have been given permission to use to complete class assignments.* Violation of this expectation will be handled as a discipline matter.

***Grading Policy***

Student grades will be updated on a regular basis through “Information Now” (INOW) and will be available to parents who have paid the $10 fee for this access. Averages are weighted following Autauga County Board of Education policy and all assessments are based on a 100 point system. The grading scale used is as follows: A=90-100, B=80-89, C=70-79, D=60-69, F=0-59. Grades of 0.5 or higher will round up.

* Test – 65%

*Could be standard specific, mid-chapter, or end of chapter and always graded for accuracy.*

* Projects – 20%

*Could be completed productions, presentations and publications. and graded for quality and accuracy.*

* Classwork – 10 %

*Could be reviewed anytime and graded for effort.*

* Homework – 5%

*This will be given as needed and may be graded for effort or accuracy.*

I will be glad to inform any student of their current average at any time if asked.

Extra credit will not be available, but there will be multiple opportunities for students to improve their average.

Yearly average is calculated as 1st semester average=40%, 2nd semester average=40%, final exam score=20%

A midterm exam counting 20% will be included in the 1st semester average with no exemptions.

Board of Education policy states exemptions are allowed for the final exam based on the semester criteria:

*“3 absences with A average, 2 absences with B average, 1 absence with C average” (Waived for SY 20-21)*

***Make-Up Work***

If a student is absent from class, they are responsible to stay caught up in the curriculum. Excused absences allow for a student to make up missed assignments (points will be deducted for assignments that are turned in late). Students have 3 days following an absence to turn in an excuse or that absence will be considered unexcused. Assessments that are missed due to unexcused absences will result in a zero according to administration policy.

***Daily Schedule***

Our normal routine will begin with production of daily video project. Once production session is complete, we will have a short bellringer. This time is used to refine yesterday’s material or to review a specific concept. New material will then be presented through instructional examples, video instruction and strategies followed by guided practice. Some days will consist of interactive activities, virtual groupwork, or peer tutoring to reinforce learning. On most days there will be some kind of summarizing activity or assessment at the end of class. At the end of the period, classwork may be reviewed as a grade for student participation.

***Classroom Rules***

1. **Be on-time, on-task, and prepared to learn everyday**
2. **Keep all electronics and distractions put away**
3. **Be responsible for your own learning**
4. **Respect the teacher, the classroom, and other students**
5. **Trash goes in the trashcan**

**\*Always be mindful of the school policies and expectations in the student handbook.**

***Four-Step Discipline Policy (Some actions may cause steps to be skipped)***

When behavior issues arise, the following system will be followed with documentation in order to address the issue:

1. Verbal warning
2. Break Detention(s)
3. Contact parent/guardian
4. Office referral

\*A tardy student must provide pass from front office before allowed to enter class. Tardies follow the same four-step discipline policy. Excessive tardies and absences will result in disciplinary action at discretion of the administration.

***COMPLETE THIS PAGE AND SUBMIT TO TEACHER   
NO LATER THAN TUESDAY, AUGUST 15, 2020.***

ACKNOWLEDGEMENT OF RECEIPT AND AGREEMENT TO COURSE SYLLABUS   
GOVERNING CLASSROOM RULES, PROCEDURES, AND EXPECTATIONS

I have read in detail the guidelines and expectations set forth for Business Technology Applications. I understand that successful completion of this course will be based largely upon my following these guidelines and expectations. As it is my intention to successfully complete this course with a passing grade and credit granted, I agree to follow all of the guidelines given.

Printed Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parent/Guardian:

Your child is enrolled in the Business Technology Applications class at MHS. I look forward to the opportunity to teach your student. Let me encourage you to take an active role in their education as we partner together to provide them the best experience possible. As such, If you have any questions at any time, please feel free to call me at the school or e-mail me at [david.hicks@acboe.net](mailto:david.hicks@acboe.net). I will respond to all emails within 24 hours.

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian 1 Contact Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian 2 Contact Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_