FREEHOLD REGIONAL HIGH SCHOOL DISTRICT

OFFICE OF CURRICULUM AND INSTRUCTION

BUSINESS ADMINISTRATION MAGNET PROGRAM

HONORS BUSINESS COMPUTER SYSTEMS

Grade Level: 9

Credits: 2.5

BOARD OF EDUCATION ADOPTION DATE:

AUGUST 30, 2010

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT

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Course Philosophy

Technology literacy is an essential element for success in education, the workplace, and personal endeavors. Technology is pervasive in our society. Therefore, students should be educated to succeed in a technologically-advanced world. Students will develop proficiency in communication skills, word processing, spreadsheet, database, and multimedia and presentation software.

This course prepares our students for success by ensuring that they have the tools to continue the development of their expertise in technology, written and oral communication, problem-solving, mathematical applications, organization, and career-employability skills. Students learn to maintain a productive and safe-working environment.

Course Description

Honors Business Computer Systems is a half-year, 2.5 credit course offered in the Business Administration Specialized Learning Center at the 9th grade level giving students an opportunity to explore the development of skills in word processing, spreadsheet, database, multimedia and presentation software applications. Students will be expected to meet all of the course goals and be able to demonstrate their understanding of the underlying concepts.

The instruction of this course will be technology based. Students will have daily use of a computer for primarily production assignments. This course will require students to produce quality work and demonstrate proper work ethics. Organizational skills will be developed.

Honors Business Computer Systems

Relevant Standards[1]	Enduring Understandings	Essential Questions	Assessments		
			Diagnostic (before)	Formative (during)	Summative (after)
9.4.12.D4-15; 17-20	Microsoft office is an essential form of communication in one's daily life as well as an important employability skill.	How are the different parts of the Word screen used? What are the proper keyboarding skills as they apply to successful employment? What are the proper formatting procedures for keying, editing, saving, and printing a document? Why is proofreading and using proper grammar rules essential components of creating documents?	Pretest Oral Questions/ Discussion Anticipatory Set Questions	Quizzes Written Assignments Oral Presentations Observations Participatory Rubrics Research	Production Units of Work Portfolios Projects Chapter Tests Final Exam
9.4.12.D4-15; 17-20; 23	The World Wide Web is an excellent resource and it is important to have an understanding of Internet basics and safety precautions.	How do you access the Internet? How can the Internet enhance your personal life and be applied to the workplace? What are some safety concerns while navigating the Internet?		Assignments Production Work	
9.4.12.D4-15; 17-20; 23	Learning to key and edit letters will help you develop and improve your communication skills.	What is the proper format for a personal or business letter? Why is important to edit the final copy of a document? Can you name the features on the computer that will assist you in editing?			
9.4.12.D4-15; 17-20; 23	Learning to create and format a memo and e-mail communication is essential in all business situations.	When would you write an interoffice memo? Can you name the parts of an interoffice memo? When would you attach a document to an interoffice memo? What is an e-mail and when do we use e-mails?			
9.4.12.D4-15; 17-20; 23	Learning to format unbound reports will be useful in both personal and business settings.	What is an unbound report? Can you identify textual citations in a report? What is a reference page? Can you create a report using MLA format?			
9.4.12.D4-15; 17-20; 23	Learning proper table formatting will help you in personal and business settings.	When would you create a table? How do you arrange data attractively in a table?			
9.4.12.D4-15; 17-20; 23	Learning to enhance a Word document can make a document more visually appealing.	When would you use word art to enrich a Word document? What tools are available to you when enhancing a document? How do computers help create a flyer? How do computers help create a brochure?			

Relevant Standards[1]	Enduring Understandings	Essential Questions	Assessments		
			Diagnostic (before)	Formative (during)	Summative (after)
9.4.12.D4-15; 17-20; 23, 26	Learning to create a spreadsheet is essential in all business situations.	When would you use a spreadsheet? How do you enter information, move data and print a worksheet? How do you select a range of cells and edit, copy and move information in a worksheet? How do you format cell contents, adjust column widths and insert and delete columns and rows?	Pretest Oral Questions/ Discussion Anticipatory Set Questions	Quizzes Written Assignments Oral Presentations Observations Participatory Rubrics Research Assignments Production Work	Production Units of Work Portfolios Projects Chapter Tests Final Exam
9.4.12.D4-15; 17-20; 23, 26	A spreadsheet application helps you record, summarize, and analyze numerical and financial data.	How do you perform worksheet calculations using formulas and functions? For what purpose might you export to or import from another application? Can you prepare charts using worksheet information?			
9.4.12.D4-15; 17-20; 23, 26	Learning how to create electronic presentations will be useful in personal and business situations.	What is the purpose of electronic presentations? What are the features of electronic presentations? How do you apply presentation templates?			
9.4.12.D4-15; 17-20; 23, 26	Presentations must be appropriate and suited to the target audience.	What makes an electronic presentation visually appealing? How do you modify or enhance existing presentations? How do slide masters help keep formatting consistent? When is it appropriate to use animations and effects to highlight your message and keep your audience interested?			

Freehold Regional High School District
Course Proficiencies and Pacing

Honors Business Computer Systems

Unit Title	Unit Understandings and Goals	Recommended Duration
Unit #1: Understanding Microsoft Office Basics	Microsoft office is an essential form of communication in one's daily life as well as an important employability skill. The World Wide Web is an excellent resource and it is important to have an understanding of Internet basics and safety precautions. Learning to key and edit letters will help you develop and improve your communication skills. 1. The students will gain an understanding in the basic operations of Microsoft Office.	3 weeks
Unit #2: Understanding Microsoft Office Word	Learning to key and edit letters will help you develop and improve your communication skills. Learning to create and format a memo and e-mail communication is essential in all business situations. Learning to format unbound reports will be useful in both personal and business settings. Learning proper table formatting will help you in personal and business settings. Learning to enhance a Word document can make a document more visually appealing. 1. The students will gain an understanding of the Word application in Microsoft Office.	6 weeks
Unit #3: Understanding Microsoft Office Excel	Learning to create a spreadsheet is essential in all business situations. A spreadsheet application helps you record, summarize, and analyze numerical and financial data. 1. The students will gain an understanding of the Excel application in Microsoft Office.	4 weeks
Unit #4: Understanding Microsoft Office PowerPoint	Learning how to create electronic presentations will be useful in personal and business situations. Presentations must be appropriate and suited to the target audience. 1. The students will gain an understanding of the PowerPoint application in Microsoft Office.	4 weeks

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Unit #1: Understanding Microsoft Office Basics

Enduring Understandings: Microsoft Office is an essential form of communication in one's daily life as well as an important employability skill.
The World Wide Web is an excellent resource and it is important to have an understanding of Internet basics and safety precautions.
Learning to key and edit letters will help you develop and improve your communication skills.
Essential Questions: How are the different parts of the Word screen used? What are the proper keyboarding skills as they apply to successful employment?
What are the proper formatting procedures for keying, editing, saving, and printing a document?
Why proofreading and using proper grammar is rules essential components of creating documents?
How do you access the Internet? How can the Internet enhance your personal life and be applied to the workplace?
What are some safety concerns while navigating the Internet? What is the proper format for a personal or business letter?
Why is it important to edit the final copy of a document? Can you name the features on the computer that will assist you in editing?
Unit Goal: The students will gain an understanding in the basic operations of Microsoft Office.
Duration of Unit: 3 weeks
NJCCCS: 9.4.12.D (4).7-.8; 9.4.12.D.6-.15; 9.4.12.D.17-.20; 9.4.12.D.23

Guiding / Topical Questions	Content, Themes, Concepts, and Skills	Instructional Resources and Materials	Teaching Strategies	Assessment Strategies
Why are computers, information literacy, and computer applications viable to students' ability to organize information and solve problems?	Understand the basic computer tools.	Computers Current textbook Textbook supplemental materials LCD projector Teacher-generated assignments Internet	Class lecture and discussion Teacher demonstration Student demonstration Log sheets	Written tests and quizzes Production assignment assessments Project assessments Informal observations using observable indicators or criteria list
How do you navigate the Word program?	Identify the basic icons and screen features found in Word.			
Why is it crucial to develop proper keyboarding skills?	Foster an understanding of the functions for keying, editing, saving, and printing a document.			
What skills are necessary to produce an acceptable finished document?	Develop skills for planning, designing, creating, formatting, and editing an acceptable finished product.			
How has the World Wide Web impacted the flow of information in society today?	Discussion of society's use of the Web.			
Why is it vital to know safety and security measures to effectively use the Internet?	Research netiquette and Internet safety rules.			
What English language rules must be used when editing a document?	List proper proofreading techniques and grammar rules.			

Suggestions on how to differentiate in this unit:

- Students with individual learning styles can be assisted through adjustments in assessment standards, one-to-one teacher support, additional testing time, peer collaboration, interdisciplinary lessons, cooperative learning, and use of visual and auditory teaching methods.

- A wide variety of assessments and strategies complement the individual learning experience.

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Unit #2: Understanding Microsoft Office Word

Enduring Understandings: Learning to key and edit letters will help you develop and improve your communication skills.

Learning to create and format a memo and e-mail communication is essential in all business situations.

Learning to format unbound reports will be useful in both personal and business settings.

Learning proper table formatting will help you in personal and business settings.

Learning to enhance a Word document can make a document more visually appealing.

Essential Questions: What is the proper format for a personal or business letter? Why is important to edit the final copy of a document?

Can you name the features on the computer that will assist you in editing? When would you write an interoffice memo? Can you name the parts of an interoffice memo? When would you attach a document to an interoffice memo? What is an e-mail and when do we use e-mails?

What is an unbound report? Can you identify textual citations in a report? What is a reference page? Can you create a report using MLA format?

When would you create a table? How do you arrange data attractively in a table? When would you use word art to enrich a Word document?

What tools are available to you when enhancing a document? How do computers help create a flyer? How do computers help create a brochure?

Unit Goal: The students will gain an understanding of the Word application in Microsoft Office.

Duration of Unit: 6 weeks

NJCCCS: 9.4.12.D (4).7-.8; 9.4.12.D.6-.15; 9.4.12.D.17-.20.

Guiding / Topical Questions	Content, Themes, Concepts, and Skills	Instructional Resources and Materials	Teaching Strategies	Assessment Strategies
In what printed forms do people communicate in business and society world?	Differentiate between communication styles such as memos, letters, and emails.	Computers	Class lecture and discussion	Written tests and quizzes
When is it appropriate to use the various forms of written communication?	Discuss when to use letters, memos, and emails for communication.	Current textbook	Teacher demonstration	Production assignment assessments
What are some of the important considerations when producing the final copy of a document?	Demonstrate the use of various features available in the Word program such as the Thesaurus, spell check, and grammar tools.	Textbook supplemental materials	Student demonstration	Project assessments
How can written communication be enhanced?	Demonstrate proficiency in the use of enrichment features such as font styles, bullets, symbols, and special characters.	LCD projector	Log sheets	Informal observations using observable indicators or criteria list.
What features are available when formatting and managing lengthy documents such as reports?	Format reports meeting your goals and needs utilizing features such as page numbering, foot/endnotes, and a table of contents.	Teacher-generated assignments	Logging time demands of a parent in a journal	
What options does a student choose from when deciding how to present work?	Use columns, tables, and graphics to organize and display information visually in a document.	Internet		
To what extent does Word provide features to enhance appearance and readability of documents?	Insert and modify tables using features such as Clip Art, text boxes, AutoShapes.	Parents		
In what ways can Word be used to create publicity documents?	Delineate the most common usage of Word capacities for the creation of documents such as flyers and brochures.	Community resources		

Suggestions on how to differentiate in this unit:

- Students with individual learning styles can be assisted through adjustments in assessment standards, one-to-one teacher support, additional testing time, peer collaboration, interdisciplinary lessons, cooperative learning, and use of visual and auditory teaching methods.
- A wide variety of assessments and strategies complement the individual learning experience.

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Unit #3: Understanding Microsoft Office Excel

Enduring Understandings: Learning to create a spreadsheet is essential in all business situations.
A spreadsheet application helps you record, summarize, and analyze numerical and financial data.
Essential Questions: When would you use a spreadsheet? How do you enter information, move data and print a worksheet?
How do you select a range of cells and edit, copy and move information in a worksheet?
How do you format cell contents, adjust column widths and insert and delete columns and rows?
How do you perform worksheet calculations using formulas and functions?
For what purpose might you export to or import from another application?
Can you prepare charts using worksheet information?
Unit Goal: The students will gain an understanding of the Excel application in Microsoft Office.
Duration of Unit: 4 weeks
NJCCCS: 9.4.12.D.26; 9.4.12.D (4).2; 9.4.12.D (4).4-.5; 9.4.12.D (4).7-.8; 9.4.12.D.6-.15; 9.4.12.D.17-.20.

Guiding / Topical Questions	Content, Themes, Concepts, and Skills	Instructional Resources and Materials	Teaching Strategies	Assessment Strategies
In what circumstances would using a spreadsheet be applicable?	Discuss various applications of spreadsheet usage.	Computers	Class lecture and discussion	Written tests and quizzes
How do manipulate a spreadsheet document?	Demonstrate the ability to use spreadsheet functions such as editing and moving cells.	Current textbook	Teacher demonstration	Production assignment assessments
What are the various options for formatting a spreadsheet document?	Demonstrate the ability to format a spreadsheet document by utilizing functions such as inserting and deleting columns or rows.	Textbook supplemental materials	Student demonstration	Project assessments
To what extent are formulas used in spreadsheet calculations?	Write, edit, and use formulas to perform assorted calculations.	LCD projector	Log sheets	Informal observations using observable indicators or criteria list
What advantages are there to import or export documents from another application?	Cite the advantages of importing and exporting documents when working with spreadsheets.	Teacher-generated assignments Internet		
How can one use Excel to visually represent their data?	Demonstrate how to best create, modify, and position diagrams and charts.			

Suggestions on how to differentiate in this unit:

- Students with individual learning styles can be assisted through adjustments in assessment standards, one-to-one teacher support, additional testing time, peer collaboration, interdisciplinary lessons, cooperative learning, and use of visual and auditory teaching methods.
- A wide variety of assessments and strategies complement the individual learning experience.

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Unit #4: Understanding Microsoft Office PowerPoint

Enduring Understandings: Learning how to create electronic presentations will be useful in personal and business situations.
Presentations must be appropriate and suited to the target audience.
Essential Questions: What is the purpose of electronic presentations? What are the features of electronic presentations?
How do you apply presentation templates? What makes an electronic presentation visually appealing?
How do you modify or enhance existing presentations? How do slide masters help keep formatting consistent?
When is it appropriate to use animations and effects to highlight your message and keep your audience interested?
Unit Goal: The students will gain an understanding of the PowerPoint application in Microsoft Office.
Duration of Unit: 4 weeks
NJCCCS: 9.4.12.D.24-.25; 9.4.12.D.6-.15; 9.4.12.D.17-.20.

Guiding / Topical Questions	Content, Themes, Concepts, and Skills	Instructional Resources and Materials	Teaching Strategies	Assessment Strategies
What is the usage and purpose of electronic presentations?	Discuss the various ways to display information in an interesting and visual way.	Computers Current textbook Textbook supplemental materials LCD projector Teacher-generated assignments Internet	Class lecture and discussion Teacher demonstration Student demonstration Log sheets	Written tests and quizzes Production assignment assessments Project assessments Informal observations using observable indicators or criteria list
How can a presentation be tailored to a particular audience?	List characteristics of a target audience and describe ways to design a presentation that gives the audience the information they need that is interesting to them.			
What are the tools available to design an effective presentation?	Become acclimated to working with menus, toolbars, and task panes.			
How are templates used to prepare presentations?	Use ready-made design templates to make a presentation attractive.			
What are some of the ways that presentations can be enhanced?	Establish color schemes, font styles, animation, transition effects, and background art to make presentations visually appealing.			
How are slide masters used to create consistency in presentations?	Use slide masters to help create uniformity in your message and keep your audience interested.			

Suggestions on how to differentiate in this unit:

- Students with individual learning styles can be assisted through adjustments in assessment standards, one-to-one teacher support, additional testing time, peer collaboration, interdisciplinary lessons, cooperative learning, and use of visual and auditory teaching methods.
- A wide variety of assessments and strategies complement the individual learning experience.