



BTA Mission Statement: Students in the Business Technology Academy will acquire the skill sets necessary to succeed in the 21st Century work force

Course Objectives/Description

**** This class earns you Career Technical Education (CTE) credit towards high school graduation**

**** Passing both semesters of this class with a grade of “C” or higher also earns you college credit. You will receive this certificate at your Academy Graduation.**

Content Standards:

This is a project-based course where students will generate their own creative content for print and electronic publication using the following software applications and skills that will be taught:

1. Introduction to computer operating systems, hardware and software
2. Google Docs and Google Classroom – used for group assignments and posting information
3. Microsoft Office Word - Word Processing
Includes document set-up, formatting commands, spell check, bolding, underlining, font changes, editing, line spacing and leading, moving & copying, format painter, find & replace, automatic page numbers, headers/footers, background colors, outlining, newspaper columns, tables, printing envelopes, theme colors, various bullets, automatic line numbering, symbols, pictures, sorting, style sheets, hyperlinks.
4. Microsoft Publisher – Desktop Publishing
Includes use of various templates, linking text boxes, adding and creating borders to text boxes, adjusting text using various methods, inserting and formatting graphics, and learning various skills to make a publication look professional.
5. Microsoft Movie Maker – Movie Making
Includes introduction to creating & editing movies, adding sound, adding transitions.
6. Microsoft Office PowerPoint- Presentation Software
Includes creation of slides and different types of slide formats; creation of different types of backgrounds & theme colors, change text colors and font types; alignment of text; change bullet types; move and delete slides; using theme colors, manual and auto advance; addition of graphs, charts, tables, clip art, shadows, symbols, inserting & changing graphics, word art, organizational charts, headers/footers/page numbers, master slides, note pages slide, transitions, flying text, inserting sound, creating a template.
7. Microsoft Office Excel - Spreadsheet & Graphing
Includes creation of a spreadsheet, cell formatting, changing fonts, adding backgrounds, formulas, merging cells, wrapping text, theme colors & formats, format painter, moving and copying, inserting and deleting of rows and columns, adding graphics, adding & editing comments, and creating and editing graphs.
8. 3D Printing –
 - a. Software and Hardware to download, edit & print existing 3D objects.
 - b. Learning how to set up the 3D printer, maintain it and monitor its printing .
 - c. Software to create, scale, rotate, edit and group 3d objects and printing these objects.

Expected Student Learning Results:

Woodside High School fosters the “8 Conditions” of student success: Belonging, Heroes, Sense of Accomplishment, Fun and Excitement, Curiosity and Creativity, Spirit of Adventure, Leadership and Responsibility, Confidence to Take Action.

Common Core / state Framework Standards

Woodside High School offers a comprehensive, standards-based program of study. Particular emphasis will be placed on the following standards:

CTE Curriculum Standards

- ♦ 4.0 –Students know how to use contemporary and emerging technological resources in diverse and changing personal, community, and workplace environments.
- ♦ 4.2 – Understand the use of technological resources to gain access to, manipulate, and produce information, products, and services.
- ♦ 4.5 – Know procedures for maintaining secure information, preventing loss, and reducing risk.
- ♦ 10.0 – Students understand the essential knowledge and skills common to all pathways in the Information Technology sector.
- ♦ 10.1 – Know how to use a variety of business and industry-standard software and hardware, including major proprietary and open standards.

- ◆ 10.5- -Use technology and electronic media to manage the work flow and to provide feedback.
- ◆ 10.6- Understand the interrelationships between hardware components and supportive software.
- ◆ 10.7 – Analyze the functions, features, and limitations of different operating systems, environments, applications, and utilities.
- ◆ 10.8 – Know how to use appropriate help resources (e.g., help desks, online help, manuals) to install, configure, upgrade, diagnose, and repair operating systems, environments, applications, and utilities.
- ◆ 11.0 – Demonstration and Application. Students demonstrate and apply the concepts contained in the foundation and pathway standards.

Textbook

Learning Microsoft Office 2013 Deluxe Edition by Pearson/Prentice Hall DDC Publishing, Inc.

Software

Microsoft Office 2013: Word, Excel, PowerPoint, Publisher

Required Materials

- Pen or Pencil for note taking
- Academy Binder with dividers (including one for Computer Applications). All printed and graded assignments and handouts, including this syllabus, must be 3 hole punched and put in this section of your binder.
- Planner & SSR reading book
 - I will check students on a regular basis to make sure they have all the above materials and points will be awarded that will calculate into your grade for this class
- All textbooks will be kept in the classroom

Homework

No specific homework will be assigned, however, students who fall behind in daily class work will be expected to come in after school by appointment with teacher) to make up missed or incomplete assignments.

Grading Policy

The point system is used for all assignments and your grade is based on the following areas:

- ☞ Class participation & cooperation; daily assignments, quizzes; 3 hours of community service hours per quarter but up to 8 hours per semester if student works to receive 2 extra credit hours (can be completed through the Academy, elsewhere on campus or off campus if previously approved by the Academy guidelines, all of which will require a signature from your supervisor) and the final exam at the end of each semester.
- ☞ Most assignments are worth 100 points but larger assignments are weighted heavier
- ☞ Major form errors or excessive typos make an assignment unacceptable. It will result in either a "redo" or an "F".
- ☞ Partially finished work usually will not be accepted, and generally you will turn in several assignments stapled together or they will be graded on your computer monitor.
- ☞ All work done on the computer must be saved in the student's home drive on the school's file server and should not be deleted. It will serve as a portfolio of their work.
- ☞ Grading Categories: Assignments: 70%, Tests 15%, Preparedness for class 5%, Service Hours 10%, (Business dress= 5% embedded in assignment)

Late Work Policy

Final due dates for all assignments will be posted and announced. Staying caught up is the key to success in this class.

Classroom Policies/Guidelines

- This is a business class and we will all work in a business like environment. This means it is required that all students have mutual respect towards each other, the teacher, any substitute teacher and visitors. You must speak and act in a business-like manner that includes speaking in an inside voice, no cuss words, no teasing and no put-downs.
- It is a district policy that no food, gum or drinks be allowed in the classroom. This is especially important in this room in order to protect the equipment. For this reason, please finish anything you are eating or drinking before entering the room and before the final bell rings.
- Cheating will not be tolerated. All students must do their own work. No student is allowed to give work to another student for any reason. All work turned in must also be found in the students' computer folder and turned in work must match for work in the folder exactly. This class follows Woodside's Academic Integrity Policy which includes all assignments deemed as cheating will be assigned a grade of zero and the incident will be reported to the Administration Office.
- "Business Dress" for class presentations, mentor activities, field trips, special events.
- No hats or hoods may be worn in class at any time.

Bathroom Passes

Students will be issued a total of 8 bathroom passes per semester to be used in any Academy class. At the end of each semester, student may turn in any unused passes to the teacher of their choice for extra credit points (maximum of 3 passes turned into any one teacher). Students who leave for the bathroom without a pass will earn 1 after school detention.

Attendance and Tardy Policy

- Attendance – Missing class can mean not earning credit. Please refer to your school handbook for the details. Additionally, unexcused absences negatively affects students’ participation grade.
- Tardies - Students should be in their seats and ready to work when the bell rings. If you are late, complete the sign-in sheet located at the back of the classroom with the date and time you arrived. Woodside’s school wide tardy policy applies. This means that your 4th tardy of the semester results in a one hour after school detention in the MUR and each tardy after that results in another after school detention. Additionally, tardies negatively affects students’ participation grade.

Cell Phone & Music Device Policy

Woodside’s school wide cell policy applies. This means that if a cell phone is seen, rings, or used by the student in any way, the phone will be taken by the teacher and given to Administration. Administration will assign you one or more after school detentions to be served before your phone is returned. If a student refuses to turn over their phone to the teacher, campus security will be called and a referral will be written.

I have read and understand Mrs. Emrick’s course syllabus, which details the course rules and expectations. I agree to adhere to these rules and expectations.

Student Signature

Parent/Guardian Signature

Print Student’s Name

Date

Date

Has a school Tech Release form been signed: **Yes** **No** Parent, please sign: _____