**INTEGRATED BUSINESS APPLICATIONS 1**

Course Description

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1 Unit

**Course Description:** This course of study is designed to teach the student computer concepts as related to processing data into useful information needed in business situations by using database, spreadsheet, word processing, and presentation software. The emphasis is on speed, accuracy, and production using proper keyboarding techniques.

**Competencies:** Given the necessary equipment, supplies, and appropriate software, the student will be able to successfully complete standards related to the following topics:

* Safety and Ethics—1 Week
* Employability Skills—1/2 Week and Ongoing
* Student Organizations—1/2 Week
* Basic Computer Concepts—1 ½ Week
* WORD—5 Weeks
* EXCEL—5 Weeks
* POWERPOINT—2 Weeks
* ACCESS—1 ½ Weeks
* Internet Applications--Ongoing
* Project/Simulation Learning--Ongoing

**Grading:**

Major grades (tests) will count 50 percent; daily grades will count 40 percent, and professional behavior will count 10 percent.

**Rules:**

 Bring all materials to class

 No gum, food, drinks, etc.

 No Internet use (w/o permission)

 Do not change screen savers, backgrounds, settings, etc.

 Be in your seat when tardy bell rings\*\*

 Keep work area neat and put away all items appropriately

 Keep hands, feet, objects, and UNNECESSARY COMMENTS to yourself (no horseplaying)

 Do not change seats or equipment

 Sit in chairs appropriately

 No cell phones, IPODS, or any other electronic devices

This is a business class; therefore, all students are encouraged and expected to behave in a professional manner. To succeed in today’s global society, students need to develop proficient computer skills and interpersonal skills. Both skills will be addressed and studied in this course.

\*\*Students need to be work ready when the tardy bell rings. Students will be marked tardy if they are not in their seats when the tardy bell rings.