



## Syllabus

Mounds View Public Schools District 621 - Mounds View High School

Dr. Theresa Anderson

COURSE TITLE:	Business Applications	COURSE CODE: (table C)	140710-60
GRADE LEVEL:	9-12	COURSE REGISTRATION #:	1164
CREDIT HOURS/ COURSE LENGTH:	90 hours total 56 min day, 18 weeks	PREREQUISITE:	None
Career Pathway	Administrative Support		

### Course Description:

Be fully prepared for college and the workforce by gaining experience with the software and technical skills valued by college professors and employers. In this 18 week course, students have the opportunity to become proficient in the Microsoft Office 2019 suite. Software programs explored include Word (review of Word Processing for College content), Excel (spreadsheets) and PowerPoint (advanced presentation graphics) and Access (database management system). Students will complete lessons designed to build skills, participate in interactive training, complete real-world projects and be provided with just-in-time remediation to help students master essential skills. This is a foundational course for anyone pursuing post-secondary education or employment.

### Frameworks/Standards/Benchmarks:

Performance indicators and objectives in this course are aligned with the National Business Education Standards and the Minnesota Frameworks for Business and Marketing for “Business and Personal Law”. These Frameworks are based on the national standards and aligned with the Minnesota Technical Skill Assessments. The Frameworks are available for review on the Minnesota Department of Education website: <https://education.mn.gov/mde/dse/cte/prog/biz/>.

### Articulated Agreements/College Credit:

Articulated Credit: Students enrolled in Business Applications at Mounds View High School may be eligible to earn articulated credit at Technical or Community Colleges. Students must earn at least 80% (B-) to earn Articulated Credit. Please visit [www.CTECreditMN.com](http://www.CTECreditMN.com) for the most recent list of colleges that are articulated with this course.

### Learner Outcomes:

Students will be able to:

- Perform basic to advanced computer operations required of students and workforce professionals.

- MS Word ~ Plan, design and produce letters, reports, tables, newsletters, reports, flyers, mail merge documents.
- MS Excel ~ Create and analyze worksheets to manipulate alpha/numeric data including charts and graphs.
- MS PowerPoint ~ Plan, create and convey multimedia presentations.
- MS Access ~ Plan, create, query databases.
- Use the Internet to research and communicate professionally.
- Effectively manage and utilize a student school email account and account-related functions and tools.
- Determine careers of interest in the Administrative Support Pathway

### **Course Outline:**

- Electronic File management and organization
- Word Processing using Word 2019 and Google Docs
- Spreadsheets using Excel 2019 and Google Sheets
- Presentation software using PowerPoint 2019 and Google Presentations
- Internet research and communication
- Software Application Integration
- Investigate Careers in Administrative Support Pathway

### **Student Leadership Opportunities:**

All students enrolled in this course have the opportunity to apply for a job shadow or internship opportunity. Interested students should contact Ms. Claflin for more information or an application.

### **Instructional Materials:**

Teacher-created materials and assignments

GCF Learn Free; <https://www.google.com/search?q=gcflearnfree>

### **Major Assessments:**

- Keyboarding
- Program exams
- Integrated Projects

### **Policies:**

- **Personal Devices Policy:** All personal devices must be kept in student backpacks or pockets unless permission from the instructor is obtained. Please plan accordingly. If you have questions, please contact the instructor.
- **Grading Policy:**

Grades will be electronically updated regularly and should be accessed by parents and students to monitor progress throughout the course.

  - 80% of the semester grade will be based on performance assessments **of learning**. The performance assessments best demonstrate what students know and can do. These assessments are a demonstration of a student's mastery of the courses standards/outcomes. This category includes tests and projects.

- 20% of the semester grade will be based on practice assessments **for learning**. The practice assessments will provide students feedback about their learning so that necessary improvements can be made. This category includes class assignments, quizzes, formative assessments and some projects and class discussions.
- **Grading Scale:**

A 93+	B+ 87-89	C+ 77-79	D+ 67-69	F <60
A- 90-92	B 83-86	C 73-76	D 63-66	
	B- 80-82	C- 70-72	D- 60-62	
- **Relearning Opportunities:** Students not demonstrating proficiency on a performance activity (quiz, test, etc.) have the opportunity to re-learn course content. Students not reaching proficiency, should seek a re-learning experience from the instructor within 1 week of the performance activity. After completion of a relearning activity, the instructor will review the activity with student before or after school or during a ReFLECT period to determine concept understanding. At that time, student can complete an assessment addressing missed concepts in an attempt to reach proficiency. The reassessment grade will replace the original assessment score. Level of proficiency varies and is determined by the instructor. Proficiency is based on content, type of assessment, significance of the standard/learning target being measured and student circumstances.
- **Commitment to Integrity Policy:** Mounds View Schools expects every student to maintain a high standard of individual integrity for work done. Scholastic dishonesty is a serious offense which includes, but is not limited to, cheating on a test or other class work, plagiarism (the appropriation of another's work and the unauthorized incorporation of that work in one's own work), and collusion (the unauthorized collaboration with another person in preparing work offered for credit). The instructor will follow the Mounds View Schools protocol as outlined in the Student handbook.
- As an additional resource our class will be using the web-based program Typing Club (<https://www.typingclub.com/>), to help students learn and practice proper keyboarding techniques. Articulation agreements are available for students who demonstrate proficiency in proper keyboarding techniques and reach specified levels of words per minute (WPM) and error rates. In order for a student to use Typing Club, the company needs the student's first name, last name, and school email. They have a robust privacy policy (<https://www.edclub.com/privacy>) and are committed to never selling or sharing your student's information. Parents may deny permission for their student to access Typing Club. If you deny permission, there will be no adverse response from the District and we will provide information in a different format. Please contact your student's teacher to opt-out of using Typing Club.
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