

FALL 2018 – Integrated Business Applications (IBA) Syllabus

Dear Student, Parent, and Guardian:

Welcome to your new Integrated Business Applications (IBA) class! I look forward to being your teacher this semester! We have many beneficial and interesting things planned that you will be able to use in other classes. As we all know, technology is a large part of our lives, so my goal is to enable you as a student to be well prepared for not only the use of technology in your current classes, but also in your future college and career endeavors. Below, you will find helpful information for our class.

Course Description: this course provides in-depth instruction in Microsoft Office applications that will lead to national certifications. The applications covered include MS Word, MS Excel, and MS PowerPoint. Students will learn the features and benefits of the application program and apply their knowledge in various problem-based activities. In addition, students are engaged in applying key critical thinking skills and practice of ethical and appropriate behavior for the responsible use of technology.

Recommended Grade Levels: 9-12

Recommended Pre-Requisite: Keyboarding skills focused on touch typing, formatting, and production rate. Or successful completion of state keyboarding proficiency exam.

Materials Needed Daily:

- Folder with pockets for handouts
- 3-ring binder with loose leaf paper and tabs
- Two Pens
- Two Pencils
- Colored Markers
- Scissors
- Glue Stick
- Additional materials will be needed for various projects throughout the semester

Grade Distribution:

Tests/Projects	45%
Quizzes	15%
Bell Work	5%
Daily Grades	35%



*In addition to the above grade distribution for each nine weeks grade, the final exam will count 20% of the semester grade.

Grading Scale:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

*Parents will be contacted if a student's average in the class falls below 70.

Course Units:

- I. Introduction to Computers/Internet and Office Safety/Keyboarding (Weeks 1-2)
- II. Student Organizations/Technology Knowledge/Personal Qualities (Weeks 3-5)
- III. Microsoft Word Applications/Business Correspondence (Weeks 6-8)
- IV. PowerPoint Presentations/Electronic Portfolios (Weeks 9-11)
- V. Employment skills/Electronic Portfolios/Presentations (Weeks 12-13)
- VI. Personal Finance (Week 14)
- VII. Employability Skills/Spreadsheets using Excel (Weeks 15-16)
- VIII. College and Career Readiness/Excel/Portfolios (Weeks 17-18)

Course Objectives:

SAFETY- Effective professionals know the academic subject matter, including safety as required for proficiency within their area. They will use this knowledge as needed in their role. The following accountability criteria is considered essential for students in any program of study.

- I can follow safety policies and procedures
- I can follow safety rules and procedures
- I can identify major causes of work-related accidents in offices
- I can demonstrate safety skills in an office/work environment

STUDENT ORGANIZATIONS- Effective professionals know the academic subject matter, including professional development, required for proficiency within their area. They will use this knowledge as needed in their role. The following accountability criteria is considered essential for students in any program of study.

- I can identify the goals of career and technology student organizations
- I can explain how student organizations are an integral part of clusters and majors



- I can list leadership opportunities that are available to students through participation
- I can explain how participation promotes lifelong benefits in other professional and civic organizations.

TECHNOLOGY KNOWLEDGE- Effective professionals know the academic subject matter, including the ethical use of technology as needed in their role. The following accountability criteria is considered essential for students in any program of study.

- I can demonstrate proficiency and skills associated with the use of technologies that are common to a specific occupation
- I can identify proper netiquette within using e-mail, social media, and other technologies for communication purposes.
- I can identify potential abuse and unethical uses of laptops, tablets, computers, and\or networks.
- I can explain the consequences of social, illegal, and unethical uses of technology; licensing infringement; inappropriate uses of software, hardware, and mobile devices in the work environment.
- I can describe ethical and legal practices of safeguarding the confidentiality of business-related information.
- I can describe possible threats to a laptop, tablet, computer, and\or network and methods of avoiding attacks.

PERSONAL QUALITIES AND EMPLOYABILITY SKILLS- Effective professionals know the academic subject matter, including positive work practices and interpersonal skills, as needed in their role. The following accountability criteria are considered essential for students in any program of study.

- I can demonstrate punctuality.
- I can demonstrate self-representation.
- I can demonstrate work ethic.
- I can demonstrate respect.
- I can demonstrate time management.
- I can demonstrate integrity.
- I can demonstrate leadership.
- I can demonstrate teamwork and collaboration.
- I can demonstrate conflict resolution.
- I can demonstrate perseverance.
- I can demonstrate commitment.
- I can demonstrate self-direction.

PROFESSIONAL KNOWLEDGE- Effective professionals know the academic subject matter, including positive work practices and interpersonal skills, as needed in their



role. The following accountability criteria are considered essential for students in any program of study.

- I can demonstrate effective speaking and listening skills.
- I can demonstrate effective reading and writing skills.
- I can demonstrate critical-thinking and problem-solving skills.
- I can demonstrate creativity and resourcefulness.
- I can demonstrate an understanding of business ethics
- I can demonstrate task management skills.

WORD Business professionals demonstrate efficiency and effectiveness in using word processing software as needed in their role. The following accountability criteria are considered essential for students in Business program of study pursuing MOS Core or Expert certification in Microsoft.

- I can create a document (e.g., flyer, business letter, resume, MLA/APA report).
- I can differentiate between Save and Save As (different name, location, or format).
- I can discuss file properties.
- I can locate and open an existing document.
- I can create a folder.
- I can demonstrate the use of shortcut keys/commands.
- I can use the Undo, Redo, and Repeat commands.
- I can apply font formats (font type, font size, font color, bold, italics, and underline).
- I can clear formatting.
- I can apply character effects (superscript, subscript, strikethrough, small caps, and outline).
- I can demonstrate how to select text in documents.
- I can highlight text in document.
- I can cut, copy, paste, and paste special using the clipboard/Office Clipboard.
- I can copy formats using the Format Painter.
- I can insert and move text (cut-paste and drag-drop).
- I can use special features (e.g., Spelling, Research, Thesaurus, grammar, find/replace, GoTo, Word Count).
- I can insert hard (manual) and soft (automatic) page breaks.
- I can insert and format a Cover Page.
- I can demonstrate how to use Widow/Orphan control.
- I can insert date and time.
- I can insert bullets, numbering, symbols, and special characters.
- I can create a multi-level list (e.g., table of contents, outlines).
- I can define and use AutoCorrect, AutoFormat, and Quick Parts.
- I can align text in paragraphs (center, left, right, and justified).
- I can set character, line, and paragraph spacing options.
- I can apply borders and shading to paragraphs and pages.



- I can use indentation options (left, right, first line, and hanging).
- I can use tab commands (center, decimal, left, right, and leaders).
- I can use the following views: print preview, normal view, page layout, view, zoom view, and Web page preview.
- I can print various documents using the print menu (duplex, scale to fit, selection only, print location, grayscale). 31. Set or change page orientation.
- I can create and modify headers and footers using page numbers, text, images, dates, running headers.
- I can align text vertically.
- I can create and modify columns.
- I can create envelopes and labels.
- I can apply styles, themes, and page backgrounds.
- I can use existing and online templates to create new documents.
- I can create and modify hyperlinks (e.g., e-mail, document, Web site).
- I can attach a Word document via e-mail.
- I can create, edit, and format tables.
- I can modify table structure (insert/delete rows/columns, change cell formats, merge cells, change height/width, and rotate text).
- I can insert, position, edit, and resize graphics in a document (WordArt, clip art, SmartArt, shapes, images, diagrams, and charts).
- I can insert, position, edit and resize a text box in a document.
- I can create, format, and edit footnotes, endnotes, references, and captions.
- I can use and manage comments and changes by inserting, modifying, deleting, tracking, accepting, and rejecting.
- I can view multiple versions of documents/files for comparison purposes.
- I can merge multiple documents into one final document.
- I can use the Help feature.
- I can use the backstage view.
- I can customize the Quick Access Toolbar (QAT).
- I can customize the Mini-toolbar.
- I can customize ribbons.
- I can complete a comprehensive word-processing project with instructor approval that applies the skills acquired in this section. For example, prepare a contract, MLA-style report, business proposal, or budget report from a student organization. G.

EXCEL Business professionals demonstrate efficiency and effectiveness in using electronic spreadsheet software as needed in their role. The following accountability criteria are considered essential for students in Business program of study pursuing MOS Core or Expert certification in Microsoft.

- I can create a worksheet/workbook.
- I can differentiate between Save and Save As (different name, location, or format).
- I can discuss file properties.



- I can locate and open an existing worksheet/workbook.
- I can create a folder.
- I can demonstrate using shortcut keys/commands.
- I can define and use the name box.
- I can define and use the formula bar.
- I can enter text, dates, and numbers.
- I can use Undo, Redo, and Repeat commands.
- I can apply font formats (font type, font size, font color, bold, italics, and underline).
- I can apply number formats (currency, percent, increase/decrease decimal place, dates, and comma).
- I can clear or edit cell content and/or format.
- I can apply formatting to cells and worksheets (size rows/columns, alignment, merge/split, indentation, borders/shading, text alignment, hide/unhide, and freeze/unfreeze).
- I can insert and delete selected cells, columns, rows, and ranges.
- I can cut, copy, paste, and paste special using the clipboard/Office Clipboard.
- I can copy formats using the Format Painter.
- I can use special features (Spelling, Thesaurus, Research, grammar, find/replace, GoTo).
- I can use AutoFill to work with a series.
- I can create and modify hyperlinks.
- I can use existing and online templates to create new workbooks.
- I can attach a workbook via e-mail.
- I can apply AutoFormat.
- I can define, apply, and remove a style.
- I can use the following views: print preview, normal view, page break view, zoom view, and Web page preview.
- I can print various worksheets and/or workbooks using the print menu (duplex, scale to fit, selection only, print location, grayscale)
- I can set print area, titles, and options (gridlines, print quality, and row/column headings).
- I can set or change page orientation and scaling.
- I can set or change page margins and centering.
- I can insert and remove a page break.
- I can clear a preset print area.
- I can create and modify headers and footers.
- I can move between worksheets in a workbook
- I can insert, delete, move, copy, change tab color, and rename worksheets.
- I can link worksheets and consolidate data using 3D References.
- I can enter a range within a formula by dragging.
- I can use the formula bar to enter and edit formulas using proper order of operations: a. Use basic functions (i.e. AVERAGE, SUM, COUNT, MIN
- I can use cell references (absolute, mixed, and relative).



- I can use and modify AutoSum.
- I can create various charts (i.e. column, pie, line, line with markers, scatter plots).
- I can modify charts (i.e. adding title, clip art, legend, data labels, and gridlines).
- I can preview and print charts.
- I can create and manipulate pivot charts, tables, and reports.
- I can use data analysis and PivotTables.
- I can create interactive PivotTables for the Web.
- I can add fields to a PivotTable using the Web browser.
- I can perform what-if analysis (e.g., Goal Seek and Solver).
- I can insert, position, edit, and resize graphics on a worksheet (WordArt, clip art, SmartArt, shapes, images, diagrams, and charts).
- I can sort and filter data (e.g., AutoFilter, conditional formatting).
- I can use the Help feature.
- I can use the backstage view.
- I can customize the Quick Access Toolbar (QAT).
- I can customize the Mini-toolbar
- I can complete a comprehensive electronic spreadsheet project with instructor approval that applies the skills acquired in this section. For example, prepare an invoice, a checkbook register, or a budget report from a student organization.

POWERPOINT Business professionals demonstrate efficiency and effectiveness in using electronic presentation software as needed in their role. The following accountability criteria are considered essential for students in Business program of study pursuing MOS Core or Expert certification in Microsoft.

- I can create a new presentation from blank and/or an online template.
- I can differentiate between Save and Save As (different name, location, or format).
- I can discuss file properties.
- I can locate and open an existing presentation.
- I can create a folder.
- I can demonstrate using shortcut keys/commands.
- I can enter text using normal and outline tabs.
- I can insert and delete slides.
- I can change the sequence of slides using Normal, Outline, and Slide Sorter view(s).
- I can insert, position, edit, and resize graphics in a presentation (WordArt, clip art, SmartArt, shapes, images, diagrams, and charts).
- I can insert, position, edit, and resize text box in a presentation.
- I can navigate among different views (normal, outline, and slide sorter).
- I can change the layout for one or more slides.
- I can apply and modify a theme to all or selected slides.
- I can use special features (Spelling, Thesaurus, Research, grammar, find/replace, GoTo).
- I can edit master layout (individual layout of slide and slide Master).
- I can copy slides from one presentation to another.



- I can create and modify headers and footers.
- I can add graphical bullets.
- I can insert hyperlinks.
- I can apply custom animation.
- I can apply various slide transitions.
- I can use and manage comments and changes by inserting, modifying, deleting, tracking, accepting, and rejecting.
- I can manage presentations (e.g., setup and customize slide show with rehearsed timings, hidden slides, sound files, use screen navigation tools, pen, highlighter, etc.).
- I can discuss posting a presentation to the Web.
- I can attach a presentation via e-mail.
- I can prepare to deliver presentations (e.g., print slides, outlines, handouts, and speaker notes, including pure black and white, grayscale, and color).
- I can use the backstage view.
- I can use the Help feature.
- I can design, create, and deliver a self-running electronic slideshow for a selected audience on a topic approved by the instructor.

Procedures:

- Come in and sit in your seat.
- Prepare for class/login/sharpen pencils
- Look for Opening Assignment on the board
- Engage in class instruction per agenda/teacher
- Turn work in at appropriate basket (Block II, III, IV)
- Make sure name, date, and assignment is on all work
- Do not shut down or pack up unless directed by the teacher
- Be sure papers/trash is picked up, you are logged off and chair pushed in before leaving
- Leave only when teacher dismisses class

Policies:

- Personal electronic devices are not allowed in this classroom. They will be confiscated.
- Food, drink, gum and candy are not allowed in this classroom.
- Show respect for the teacher and classmates at all times by not talking while others are talking.
- Restroom may be used for emergencies only and will require an office escort to and from the facility.
- Only one person at a time may leave the room.



- Make-up work is your responsibility. Ask a responsible classmate what you missed and/or come to teacher and ask for work after you have been absent.
- Check on google classroom for assignments.

Class Rules:

1. Show Respect to Everyone (see above)
2. Follow Policies and Procedures (see above)
3. Give Your Best Work Every Day
4. Be Engaged in Learning

Consequences for breaking classroom policies and procedures:

- First offense – warning
- Second offense – conference with teacher
- Third offense – parent contact and teacher detention
- Fourth offense – administrative office referral

Important Assignments: Your child will be completing several projects and presentations for this class. It is my intention through each of these assignments to provide your child not only with the knowledge and skills necessary for their future success, but also with tangible items for their educational and career portfolios.

Homework: Students may receive homework at various times throughout the semester. As this course is heavily reliant on access to a computer and the internet, homework will not be a regular occurrence. Therefore, no homework will be assigned that requires access to a computer.

Parents and students, if at any time you have questions or concerns, please contact me through email at jack_dailey@charleston.k12.sc.us to speak with me via phone or to schedule a personal meeting, please call the school office at 843-889-2276 extension 28505.

I am looking forward to a great semester with each one of you! We will accomplish many things together that will be both challenging and rewarding!

Sincerely,

Jack G. Dailey, MA, MS.
Integrated Business Applications (IBA) Instructor
Baptist Hill High School



Syllabus Signature Page

Baptist Hill High School

Instructor: Mr. Dailey

Course: Integrated Business Applications

Semester: Fall 2018

I _____, do agree that I received a copy of the course
Student

syllabus for the class mentioned above. I understand the course requirements and that I am expected to attend class meetings. I further understand that attendance is essential to gain content knowledge to do well in this course. Students will be afforded additional assistance during office hours each Thursday from 2:30-3:45 pm. If this time slot conflicts with the student’s schedule, then they may notify me for an appointment to get assistance. Students are expected to complete assigned tasks and assignments.

Student Print Full Name

Student Signature

Date

Parent/Guardian Print Full Name

Parent Signature

Date

