

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
Course Outline
ROP
Computer/Business Technologies

Date: November 2004

Proposed Grade Level(s): 11-12

Grading: A-F

**Prerequisites: Computer Applications or
Pass 30 WPM Keyboarding Test**

Subject Area: Technology/Business

Course Length: Year

Number of Credits: 10/Semester

COURSE DESCRIPTION:

College bound and career-oriented students will be prepared for a career in the world of business by developing computer technology skills vital to the workplace. Students will produce documents using word processing, spreadsheet, database, and presentation software. Upon successful completion of coursework, students will be placed at community classroom training sites Monday through Thursday and attend class on Fridays. Students must have transportation available each week for training site placement.

GENERAL GOALS/PURPOSES:

Students will:

- Acquire or improve keyboarding skills
- Operate business equipment
- Apply alpha/numeric filing procedures
- Demonstrate telephone etiquette
- Manage time and projects
- Develop interpersonal skills
- Evaluate professional career options
- Develop job preparation skills
- Acquire training at a community training site

STUDENT READING COMPONENT:

Students will:

- Be required to read and understand technical manuals, internet-based learning activities, online resources, and textbooks as they apply to this class.
- Locate information from written and electronic sources, and identify strategies for evaluating their reliability and validity.
- Edit all documents produced.

STUDENT WRITING COMPONENT:

Students will:

- Demonstrate writing/editing skills by writing, proofreading, and editing all documents.
- Use correct grammar, punctuation, capitalization, vocabulary, and spelling.
- Write a resume and cover letter as part of the job application process.

STUDENT ORAL COMPONENT:

Students will:

- Research, compose, and orally present information for a variety of business situations utilizing appropriate technology.
- Demonstrate and teach to the class, various computer concepts learned from classroom projects.

DETAILED UNITS OF INSTRUCTION: Please see Appendix I.

THIS COURSE WILL PREPARE STUDENTS FOR THE CAHSEE AND/OR FCUSD EXIT EXAM IN:

Language Arts and Math

LAB FEE, IF REQUIRED:

None

SUBJECT AREA CONTENT STANDARDS TO BE ADDRESSED:

1.0 Business Core

1.1 Business Communications: Students will understand communications as applied to personal and professional situations. They will demonstrate competency by selecting and using appropriate forms of communications in a variety of situations.

1.2 Business Environment: Students will understand the development and structure of business environments. They will demonstrate competency by identifying the dynamic components of business structure and its relationship to the global business environment.

1.3 Career Preparation, Job Acquisition and Retention: Students will understand the career preparation and job acquisition skills required for employment, professional growth, and employment transitions in the field of business occupations. They will demonstrate competency by researching career options, applying job acquisition skills, preparing job search documentation, and modeling appropriate workplace demeanor.

1.5 Employability Skills: Students will understand the factors essential to a productive workforce in a culturally diverse global environment. They will demonstrate competency by identifying the skills which positively affect productivity.

1.6 Information Technologies: Students will understand technology used in business. They will demonstrate competency by utilizing technology to access, manipulate, and produce information.

DISTRICT ESLRs TO BE ADDRESSED:

- **Self-Directed Learners:** Students will independently monitor their progress in a variety of projects and determine the next steps needed to complete the assignment. Students will work independently to use technology to find information, research subjects, and complete class assignments.
- **Effective Communicators:** Written and oral projects will help develop the necessary skills to enhance the students' abilities to communicate effectively and regularly practice those skills, both independently and in a group setting.
- **Quality Producers/Performers:** Students will select and use the appropriate technology and edit all work to ensure all work is to the best of their abilities.
- **Constructive Thinkers:** Students will be required to research information from the Internet, texts or manuals, and analyze and synthesize that information into a usable format.
- **Collaborative Workers:** Through the study of group dynamics, students will learn how to implement those dynamics in a functional group and during group projects, and will become better collaborative workers.
- **Responsible Citizens:** Through the course work and units of study, students will develop a better understanding of themselves, the world around them, and the impact they have on their environment. They will also have a better understanding of the ethical and societal issues related to technology and practice responsible use of technology systems, information, and software.

Appendix I

DETAILED UNITS OF INSTRUCTION

I - GENERAL WORKPLACE SKILLS

- A. Basic requirements of the program.
- B. Personal skill development.
- C. Interpersonal skills, group dynamics, conflict resolution, and negotiation.
- D. Academic skills, critical thinking, and problem solving skills in the workplace.
- E. Principles of effective communication.
- F. Occupational safety issues.

II - CAREER INFORMATION

- A. Career paths and strategies for obtaining employment.

III - CHANGING TECHNOLOGY

- A. Changing technology in the industry.

IV - ETHICS IN TECHNOLOGY

- A. The importance of ethics in the industry.

V - BUSINESS TECHNOLOGY

- A. Telephone etiquette.
- B. Transferring calls and multiple telephone lines.
- C. Handling and recording telephone messages.
- D. Copy machines, fax machines, mail machines, and features.
- E. Ten-key operations.

VI - COMPUTER OPERATIONS

- A. Hardware components.
- B. Application software and purpose.
- C. Care and maintenance of hardware and software.
- D. Operating systems, environments, and utilities.
- E. Storage devices.

VII - INTERNET

- A. Internet terminology.
- B. Browsers, search engines, email.
- C. Netiquette.

VIII - KEYBOARDING

- A. Assess skill level.

IV - RECORDS MANAGEMENT

- A. Security issues.
- B. Confidentiality.
- C. Filing Systems.

X - WORD PROCESSING

- A. Menu, tool bar and icon familiarization.
- B. Basic word processing concepts.
- C. Formatting features.

XI - AUDIO AND VISUAL PRESENTATION

- A. Presentation slides.
- B. Templates and graphic imports.
- C. Animation and sounds.
- D. Presentation techniques.

XII - SPREADSHEET

- A. Data in cells.
- B. Appearance of cells.
- C. Arrange cells and worksheets.
- D. Formulas and calculations.
- E. Charts, graphs, and tables.

XIII - DATABASE

- A. Tables.
- B. Forms.
- C. Reports and queries.
- D. Form letters, mailing labels, and envelopes.