

Oscar A. Carlson High School
30550 West Jefferson
Gibraltar, Michigan 48173
734-379-7100

Course Name: Business Services & Technology A
Course Number: 509
Course Credit: .5
School Year: 2008-2009
Instructor: Miss Ochalek/Mrs. Fountain/Mrs. Bechtol/Miss Iott

Course Description:

BST A covers the Business and Administrative Services strand for the new state-approved BST curriculum. It is offered to all students and recommended that all students include BST A in their academic course choices to better prepare them for attending college or entering the work force. We offer full MOUS (Microsoft Office User Specialist) certification by certified MOUS instructors. The software covered includes Word, Excel and PowerPoint. MOUS certification is very important in business and industry today and could provide employment opportunities upon graduation from high school. Earning college credit through articulation agreements is also a possibility.

Course Objectives:

- Instill in students an understanding of Career Pathways
- Students will be knowledgeable in using the Microsoft Office Suite
- Students will increase their typing speed and accuracy

Student Competencies:

- Students will be competent in using Microsoft Word, Excel and PowerPoint
- Students will be competent in searching the Internet

Required Text:

- Microsoft Word 2007 (Shelley, Cashman series)
- Microsoft PowerPoint 2007 (Shelly, Cashman series)

References & Other Resources:

- Microtype Pro
- Internet

Course Advisory Committee:

- | | | |
|--------------------|-----------------|--------------|
| • Brenda Bechtol | Jim Perry | Andrea Lozon |
| • deAndra Fountain | Garrett Ochalek | |
| • Todd Skopczynski | Jeff Acs | |
| • Allison Ochalek | Malin Wager | |
| • Walter Kargus | Shane Hall | |

Class Assignments:

- PowerPoint
 - Document formatting
 - Presentation skills
- Microsoft Word
 - Document formatting
 - Proofreading
 - Letters
 - Memos
 - Reports
- Microsoft Excel
 - Document Formatting
 - Formulas

Final Exam:

- The final exam will be 10% of the student's overall grade.

Class Policies:

1. Regular attendance: You cannot do so well in school if you are not here!
2. Be on time to class. You are expected to be in your **assigned** seat and ready to work when the bell rings. **DO NOT** stand in the hallway or by the door before the bell rings. You are to remain in your seat until you are dismissed.
3. Bring necessary materials to class: pen, pencil, notebook and planner.
4. Complete assignments correctly, accurately, and on time. **No late assignments will be accepted.** Cheating **will not** be tolerated; all parties involved will receive a zero for the assignment/test, as well as a detention and call home.
5. Excused absences: **See me on the day that you return to school.** YOU are responsible to find out what assignments you have missed. Upon returning to school, students will be allowed one week to make-up work that was missed. After one week the student receives a zero for missed assignment(s).
6. Use computers properly and ethically: Follow all computer lab rules.

(see attached form, please pay close attention to bullet point # 2)

7. Passes: Passes will only be issued with **your** student planner.
8. **Absolutely no** foods, drinks, candy, or chewing gum allowed in the classroom/computer lab at any time.
9. Have a good attitude and be respectful! You are expected to show respect to everyone and everything in the classroom. Be polite. Inappropriate behavior will not be tolerated. Detentions will be given for behavior that is persistent, along with a phone call home.
10. All rules and procedures outlined in the School Code of Conduct will be enforced.

Evaluation & Grading:

In-class activities will be checked on a turned in basis. A student's score will be based upon the effort and work demonstrated. Students are expected to thoroughly attempt every in-class assignment. A student's in-class activity grade may also consist of homework and/or projects that are assigned.

GRADING SCALE

100-93	A	79-77	C+
92-90	A-	76-73	C
89-87	B+	72-70	C-
86-83	B	69-67	D+
82-80	B-	66-63	D
		62-60	D-

Evaluation of your final grade will be based upon classwork/homework assignments, quizzes, tests, in-class activities and behavior. Point values will vary based upon the type/size of the assignment. Your total points will be added up and divided by the total for the semester to establish a percentage.

Course Outline:

- I. Microsoft PowerPoint
 - a. 6 Weeks
- II. Microsoft Word
 - a. 6 Weeks