

BUSINESS SYSTEMS AND TECHNOLOGY 1

COURSE OUTLINE

MRS. MALINDA FREEMAN/POUGH

COURSE DESCRIPTION: This course is required in order to complete any business program. Students will development proficiency with touch keyboarding and fundamental computer applications using databases, spreadsheet, and presentation applications.

WEEKS	LESSONS	WHAT WILL BE LEARNED
Weeks 1 - 4	Lessons 1 - 35	New Keys, Punctuation, Skillbuilding, Numbers, Symbols, 10 Keypad
Weeks 5 - 9	Lessons 36 -100	Orientation to Word Processing: Reports, Agendas, Minutes of Meetings, Letters, Resumes, Tables, Reports, Memos, Advanced Formatting Application
Weeks 10 - 12	Lessons 101 - 120	Orientation to Desktop Publishing: Fonts, Color Features, Border, Fill, Graphics, Lines, Designing Certificates, Invitations, Newsletters
Weeks 13 - 16	Lessons 121-140	Orientation to Spreadsheets: Entering Data, Formatting Values, Entering Formulas, Functions, i.e., SUM, AVERAGE, Inserting Rows and Columns, Fill Right and Down, Creating Bar Charts and Pie Charts
Weeks 17 - 18	Lessons 141 -150	Orientation to Database: Create Databases, Sort, Query, Reports, Formulas and Simulations

*LAB FEE \$5