

BILLINGS PUBLIC SCHOOLS
BUSINESS EDUCATION
COMPUTER SKILLS
Adopted April 17, 2000

MISSION STATEMENT

Our mission is that students leave Business Education with more than just learned skills. Students will be prepared to apply skills when they enter the work force and/or post-secondary areas. Students will be better prepared to accept the challenges and rapid changes that will face them in the future.

PHILOSOPHY

The Company setting allows students to work in a diverse, real world work environment. The students apply knowledge and employability skills in a variety of situations. This program of study puts all the concepts to be learned into an environment that is set in the context of work. Using the latest technology, student work toward completing competencies and experience a real business office environment. Students are treated as employees and meet requirements that are expected in each company. These expectations are developed by each company's Board of Directors and are included in the company's employee handbook.

LEARNING DOMAINS

- I. The learner will develop skills in entry level business/technology.**
- II. The learner will develop problem solving & decision making skills.**
- III. The learner will develop skills in career exploration.**
- IV. The learner will demonstrate employability skills.**

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Learning Objectives

I. The learner will develop skills in entry level business/technology.

- 1. Create and edit a Word document.**
- 2. Use character formatting.**
3. Create web pages from a template.
- 4. Create Excel worksheets, create formulas, build a worksheet, and enhance worksheets (borders, shading, number and text formatting).**
5. Group worksheets to enter common data, formatting and formulas.
- 6. Create and format a chart.**
- 7. Create a PowerPoint presentation incorporating transitions, tables, clip art, WordArt and bullets.**
8. Create an Access table and query.

II. The learner will develop skills in problem solving and decision making.

9. Create his/her own Excel worksheets showing numerical data and formulas (from a class survey).
- 10. Create his/her own PowerPoint slide show presentation.**
- 11. Create his/her own mailable, personal business letter and memo.**
12. Create his/her own Access database.

III. The learner will develop skills in career exploration.

- 13. Create a portfolio that includes resume, cover letter, certificates of achievement, and samples of student work.**
14. Complete a job interview.

IV. The learner will demonstrate employability skills.

15. Demonstrate dependability such as calling in absences and meeting deadlines.
16. Demonstrate self motivation such as goal setting.
17. Demonstrate organizational skills such as daily planners and prioritizing work.
- 18. Demonstrate good communication skills such as phone etiquette, interviews, presentations, and formatting office documents.**