

Course Outline – Business Computer Applications

West Fargo High School

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Grade Levels: 10-12

Syllabus may change with demographics of the classroom and more keyboarding may be emphasized in the first quarter.

1. **Week 1** – 21st Century Skills—Using Resources, Critical thinking, Problem solving, Technology literacy, Initiative, Microsoft Office Basics--
2. **Week 2** – File Management---Creating and Saving, Opening and Editing, Moving and Renaming
3. **Week 3**– Word---Creating, Formatting, and Editing
 - a. Lesson 1: Word Basics.
 - Lesson 2: Basic Editing.
4. **Week 4**– Word---Enhancing a Document
 - a. Lesson 3: Fonts, Colors, Margins, Tabs, Indents.
 - Lesson 4: Bullets and Styles.
5. **Week 5** – PowerPoint
 - a. Lesson 1: PowerPoint Basics.
6. **Week 6** – PowerPoint
 - a. Lesson 2: Creating and Enhancing PowerPoint Presentations.
7. **Week 7** – PowerPoint
 - a. Lesson 3: Working with Visual Elements.
8. **Week 8** – PowerPoint
 - a. Lesson 4: Expanding on PowerPoint Basics
9. **Week 9** – Excel
 - a. Lesson 1: Creating Worksheet.
10. **Week 10** – Excel
 - a. Lesson 2: Using Formulas, Functions and Tables.
11. **Week 11** – Excel
 - a. Lesson 3: Working with Large Worksheets, and Charting.
12. **Week 12** – Excel
 - a. Lesson 4: Creating, Sorting, and Querying a Table
13. **Week 13** – Word
 - a. Lesson 5: Creating a Business Letter with Letterhead and a Table
14. **Week 14** – Word
 - a. Lesson 6: Creating a Document with a Title Page, Lists, Tables, and Watermarks.
15. **Week 15** – Word
 - a. Lesson 7: Generating Form Letters and Mailing Labels
16. **Week 16** – Desktop Publishing---Creating a Newsletter and Graphics
17. **Week 17** – Final Projects
18. **Week 18** – Final Projects and NO Final Exam

Business Courses Offered:

Accounting I, Accounting II, Advanced Keyboarding, Web Design, Advanced Web Design, Exploring Business Computers--BCA I, Microsoft Word---BCA II, Microsoft Excel--BCA III, Business & Personal Finance, Business Law, Desktop Publishing I, Desktop Publishing II.