

# Technology and Business

## Course Overview and Syllabus

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**Grade level:** 9–12

**Prerequisite Courses:** None

**Credits:** 1.0

### Course Description

This year-long course teaches students technical skills, effective communication skills, and productive work habits needed to make a successful transition into the workplace or postsecondary education. In this course, students gain an understanding of emerging technologies, operating systems, and computer networks. In addition, they create a variety of business documents, including complex word-processing documents, spreadsheets with charts and graphs, database files, and electronic presentations.

### Course Objectives

Throughout the course, you will meet the following goals:

- Select the appropriate technology to address business needs
- Describe and compare types of operating systems
- Use the computer's operating system to execute work responsibilities
- Identify the purpose and style of various business documents
- Create complex word-processing documents with columns, bulleted lists, tables, and graphs
- Improve speed and accuracy of keyboarding
- Employ spreadsheets to calculate, graph, solve business problems, and make predictions
- Perform data-management procedures using database technology
- Demonstrate communication skills for obtaining and conveying information
- Send and receive information using e-mail, following appropriate guidelines
- Describe and identify components of the telecommunications industry
- Create and deliver an effective presentation following presentation guidelines
- Describe the components required to establish a network
- Identify the information management requirements and business needs of an organization
- Use project-management tools and processes to manage a business project successfully

## Student Expectations

This course requires the same level of commitment from you as a traditional classroom course. Throughout the course, you are expected to spend approximately 5–7 hours per week online on:

- Interactive lessons that include a mixture of videos, readings, and tasks
- Assignments in which you apply and extend learning in each lesson
- Assessments, including quizzes, tests, and cumulative exams

## Communication

Your teacher will communicate with you regularly through discussions, email, chat, and system announcements. You will also communicate with classmates, either via online tools or face to face, as you collaborate on projects, ask and answer questions in your peer group, and develop your speaking and listening skills.

## Grading Policy

You will be graded on the work you do online and the work you submit electronically to your teacher. The weighting for each category of graded activity is listed below.

Grading Category	Weight
Lesson Quizzes	20%
Unit Tests	20%
Cumulative Exams	20%
Assignments	10%
Projects	30%
Additional	0%

## Scope and Sequence

When you log into Edgenuity, you can view the entire course map—an interactive scope and sequence of all topics you will study. The units of study are summarized below:

- Unit 1:** Business Technology
- Unit 2:** Computer Operating Systems
- Unit 3:** Word Processing
- Unit 4:** Spreadsheets
- Unit 5:** Databases