**Computerized Business Applications**

Mrs. Karen Rowlett

Room 146

E-mail: [rowlettk@brier.k12.ar.us](mailto:rowlettk@brier.k12.ar.us)

**Course Description**

Computerized Business Applications is a two semester course designed to prepare students with an introduction to business applications, which are necessary to live and work in a technological society. Emphasis is given to hardware, concepts, and business uses of applications. The business applications covered are word processing, database, spreadsheet, graphics, integrated software, electronic mail, and image processing.

**Supplies Needed for Class**

Folder Pen or Pencil

**Student Expectations**

* Be ready to work when the bell rings entering the room with all proper supplies.
* Be respectful of classmates, teacher, and school property.
* No disruptive talking and/or behavior will be permitted. No talking is allowed when teacher is lecturing.
* Be courteous and help others understand but sharing is NOT permitted. Any student(s) found to be academically dishonest will receive a grade of zero (0) on that assignment.
* Turn in all assignments when due. Work will be turned in with student name, period, and date at the beginning of the document.
* Make-up work will be in the appropriate folder at the back of the room. Make-up work will follow the schedule of make-up work according to the handbook.
* Meet previously announced deadlines for ongoing projects and/or long-term assignments regardless of attendance. Special consideration will be given to extenuating circumstances.
* Discuss with the teacher any topics/activities they feel they are not grasping or if they feel they are falling behind and need special assistance.

**Teacher Expectations**

* Work will be graded and returned promptly.
* Grades will be posted weekly on Edline.

**Topics to be Covered**

**Essential Introduction to Computers**

**Microsoft Office Word 2007**

* Creating and Editing a Word Document
* Creating a Research Paper
* Creating a Resume Using a Wizard and a Cover Letter with a Table
* Creating a Document Using Mail Merge

**Microsoft Office Excel 2007**

* Creating a Worksheet and an Embedded Chart
* Formulas, Functions, Formatting and Web Queries
* What-If Analysis, Charting and Working with Large Worksheets

**Microsoft Office Access 2007**

* Creating and Using a Database
* Querying a Database Using the Select Query Window
* Maintaining a Database Using the Design and Update Features of Access

**Microsoft Office PowerPoint 2007**

* Using a Design Template and Text Slide Layout to Create a Presentation
* Using Outline Tab and Clip Art to Create a Slide Show
* Web Feature: Creating a Presentation on the Web Using PowerPoint

**Office 2007 Integration**

* Integrating Office 2007 Applications and the World Wide Web