

ST. PIUS X HIGH SCHOOL



Course Title: Business Applications and Operations

Class Meeting Room: 256

Semester: Fall 2020

Instructor: Joseph Niblock

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PREREQUISITES

None.

REQUIRED TEXT

None.

COURSE DESCRIPTION

This course focuses on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. It is an excellent starting point for learning the basics of computer and internet functionality. The students will engage in many activities that will assess and analyze their computer skills. This will help build a solid foundation and give individuals the confidence needed to be a successful part of today's digital world.

GRADING POLICY

Grades will be based on the St. Pius X High School grading scale. Grades will be composed primarily of exams, quizzes, papers, projects, and presentations. The final exam will compose 15% of the final grade for the semester.

LATE WORK

Unexcused late submissions will be penalized. Each student is allowed (1) unexcused late work per semester that should not exceed one day past the due date. Excused absences should be communicated promptly to the teacher. Missed work should be made up at a reasonable pace dependent on circumstances. Special circumstances may arise given quarantine procedures for the semester and will be communicated if such events transpire.

CLASSROOM EXPECTATIONS

- Students should be seated and prepared for class when the bell rings

- Respect the teacher and other classmates
- Active listening and participation is expected for a proper learning environment
- Use of cellphones is prohibited without explicit permission

ACADEMIC INTEGRITY

Academic integrity and honesty are expected for all courses. Students are expected to complete all coursework and assignments individually unless otherwise stated. Outside discussion of class materials is encouraged. Severe penalties will ensue if a student is caught cheating on coursework. Any form of plagiarism is prohibited. It is in the best interest of the student to take responsibility for their learning.

TOPICS COVERED

Background

Computer Hardware/Software

Computer Networks

Microsoft Word

Basics

Resumes

Business Letters

Business Professionalism

Emails

LinkedIn

PowerPoint

Basics

Presenting Professionally

Business Presentations

Narration/Media

Excel

Basics

Formulas

What-If Analysis

Charts

*Class-Chosen Topics