

Material Covered:

The Business Computer Applications 11 course is divided into six major parts:

- Improving keyboarding skills
- Introduction to Microsoft Windows XP
- Introduction to the internet and e-mail
- Introduction to word processing using Microsoft Word
- Introduction to spreadsheets using Microsoft Excel
- Introduction to databases using Microsoft Access
- Introduction to presentation graphics using Microsoft PowerPoint

After the first three units and the last three units there are Proficiency Tests where your newly learned skills are put to work producing various documents.

Software & Textbooks:

The course is based on *Microsoft Windows XP*, *Microsoft Office 2003* and uses *All The Right Type* typing tutorial software.

The course uses the following manuals from CCI Learning Solutions:

<i>Microsoft Windows XP Courseware 1190-2</i>	<i>ISBN 1-55070-007-7</i>
<i>Living Online IC³ Courseware 1103-1</i>	<i>ISBN 1-55332-054-9</i>
<i>Microsoft Office Word 2003 Courseware 6250-1</i>	<i>ISBN 1-55070-007-7</i>
<i>Microsoft Office Excel 2003 Courseware 6253-1</i>	<i>ISBN 1-55070-007-7</i>
<i>Microsoft Office Access 2003 Courseware 6256-1</i>	<i>ISBN 1-55332-037-9</i>
<i>Microsoft Office PowerPoint 2003 Courseware 6258-1</i>	<i>ISBN 1-55070-007-7</i>

Portfolio:

Your best work should be put into a portfolio. This contains *only* your best work, and is invaluable to show a prospective employer your capabilities.

Evaluation:

This course works on a mastery system. You must pass the mastery tests in each unit to the 80% level before you can go on. In addition, there are proficiency tests from time to time. These can only be undertaken once, so it is essential to do your best work on them. Your final mark for the course is based 60% on mastery tests and 40% on the proficiency tests.

Goal:

The goal of this unit is to increase keyboarding skills, both in speed and accuracy.

Objectives:

While completing this unit you will:

1. Use a typing program to test your typing speed at the start of this course.
2. Practice typing by using the typing program, as well as the exercises and projects throughout this course to improve your speed and accuracy.
3. Take timed tests from time to time to check for improvements in speed and accuracy.
4. Aim for a typing speed of 35 wpm or higher by the end of the course.
5. **You don't have to complete Unit 1 before you go on to the other units, but you do have to complete this unit before you finish the course.**

What to do in this unit:

1. This unit uses the All the Right Type software, but you may use whatever typing tutor program you have available, so long as it has the ability to print reports of your speed and accuracy when taking timed typing tests.
2. Ask your teacher for the Unit 1 worksheet. Follow the instructions and complete all the work there.
3. For your Unit 1 test, take any timed three minute test, so long as it uses the full keyboard (not just the ASDF keys!) Print out your result and hand it in for marking. Your teacher will mark the test using the same scale as in the Unit 1 worksheet. Remember, you must get 80% to pass, so practising first is essential.