

# Capital High School Tech Skills for Life



**Instructor:** Mrs. Norman (Office—Room 213)  
**Grade Level:** 9-12  
**Instructor Email:** [tnorman@helenaschools.org](mailto:tnorman@helenaschools.org)  
**Instructor Phone:** (406) 324-2551  
**Materials Needed:** Two-pocket folder, loose-leaf paper and a pen/pencil

**Course Description:** This course will allow students to enhance their skills in business applications through the use of digital technology. The semester length course will focus on document processing, spreadsheets, databases, and presentations using Microsoft Office Word, Excel, Access, and PowerPoint. Students will demonstrate the ability to use the Microsoft Office suite of applications and gain exposure to various applications of technology in the business world.

## **Learning Outcomes:**

The following topics will be covered throughout the course:

- Timed Writings
- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Microsoft Publisher—calendars, brochures, business cards, newsletters
- Other Computer Technology Topics—may include Photoshop, Flash animation, web page design
- Reinforcement of keyboarding skills
- File Management

## **Grade Breakdown:**

Students will be evaluated on keying technique, test and quiz scores, class work, and timings. Each unit of study has assignments to be completed mostly in class (some independent work may be required). Assignments will be given a point value when assigned and total points are collected for the quarter. It is expected that students will come to class prepared to learn and do the work assigned each day.

Students will take several timings throughout the course. Grading for timings is shown in the table at right.

3 <sup>rd</sup> Quarter (3 & 5 Minute Timings)		4 <sup>th</sup> Quarter (5 Minute Timings)	
42+ wpm	A	48+ wpm	A
34 - 41 wpm	B	39 - 47 wpm	B
33 - 37 wpm	C	30 - 38 wpm	C
19 - 26 wpm	D	22 - 29 wpm	D

## **Grading Scale:**

92 – 100	= A	72 – 77.99	= C
90 – 91.99	= A-	70 – 71.99	= C-
88 – 89.99	= B+	68 – 69.99	= D+
82 – 87.99	= B	62 – 67.99	= D
80 – 81.99	= B-	60 – 61.99	= D-
78 – 79.99	= C+	59.99 AND BELOW	= F

## **Standards:**

**National Standards for Business Education**  
<http://nbea.org/newsite/curriculum/standards>

## **Class Rules and Expectations:**

- Follow the **Capital Code**
  - Be Responsible—Be on time and prepared for class
  - Be Respectful—Use appropriate language
  - Be a Graduate—Be an active participant
- Use electronic devices appropriately—for academic purposes only; ask permission for other use
- No food or drink allowed