## BUSINESS AND COMPUTER TECHNOLOGY
### Course Syllabus

<table>
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<tr>
<th>Course Number:</th>
<th>TTC-0113</th>
<th>OHLAP Credit:</th>
<th>Yes</th>
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<tr>
<td>OCAS Code:</td>
<td>8101</td>
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<td>Course Length:</td>
<td>120 Hours</td>
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<td>Career Cluster:</td>
<td>Information Technology, Business, Management &amp; Administration, Finance, Marketing, Sales &amp; Service; Manufacturing</td>
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<td>Career Pathway(s):</td>
<td>Management and Entrepreneurship, Professional Sales and Marketing, Interactive Media, Network Systems, Administrative &amp; Information Support</td>
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<td>Career Major(s):</td>
<td>Business Management Entrepreneurship, Sports &amp; Entertainment Marketing Assistant, Desktop Publisher/Graphic Designer, Graphic Design Specialist, Network Systems Engineer, Information Storage &amp; Management Technician, Microsoft Certified Application Specialist, Cisco Networking Professional, Cisco Networking Associate</td>
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<td>Pre-requisite(s):</td>
<td>Completion of another Career Major and at least one course within a different career major in which the student is currently enrolled.</td>
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### Course Description:
This course will provide the basis for preparing students for Business and IT positions through hands-on and project-based learning, textbook assignments, and Internet research. It is a core course for students who want to obtain basic literacy to understand key computer concepts, applications, and the internet. The course provides a foundation for achieving application-specific computer certifications. (This course can be substituted with Fundamentals of Technology.)

### Textbooks:
Instructor-determined materials as appropriate for specific Career Major.

### Course Objectives:
A. Identify types of computers, how they process information, and how individual computers interact with other computing systems and devices  
B. Identify the function of computer hardware components  
C. Identify the factors that go into an organizational decision on how to purchase computer equipment  
D. Identify how to maintain computer equipment and solve common problems relating to computer hardware  
E. Identify how software and hardware work together to perform computing tasks, and how software is developed and upgraded  
F. Identify different types of software, general concepts relating to software categories, and the tasks to which each type of software is most suited or not suited  
G. Identify what an operating system is and how it works, and solve common problems related to operating systems  
H. Manipulate and control the Windows desktop, files, and disks  
I. Identify how to change system settings, install, and remove software  
J. Be able to start and exit a Windows application, and utilize sources of online help
K. Identify common on-screen elements of Windows applications, change application settings, and manage files within an application
L. Perform common editing and formatting functions
M. Perform common printing functions
N. Format text and documents including the ability to use automatic formatting tools
O. Insert, edit, and format tables in a document
P. Modify worksheet data and structure, and format data in a worksheet
Q. Sort data, manipulate data using formulas and functions, and add and modify charts in a worksheet
R. Perform basic database operations
S. Demonstrate knowledge of graphics software
T. Be able to create and format simple presentations
U. Identify network fundamentals, and the benefits and risks of network computing
V. Identify the relationship between computer networks, other communications networks (like the telephone network), and the Internet
W. Identify how electronic mail works
X. Identify how to use an electronic mail application
Y. Identify the appropriate use of e-mail, and e-mail related “netiquette”
Z. Identify different types of information sources on the Internet
AA. Use a web browsing application
BB. Search the Internet for information
CC. Identify how computers are used in different areas of work, school, and home
DD. Identify the risks of using computer hardware and software
EE. Identify how to use computers and the Internet safely, legally, ethically, and responsibly
FF. Demonstrate professional customer service skills
GG. Apply communication strategies necessary and appropriate for effective business relations
HH. Demonstrate basic academic skills for employees in business
II. Use the principles of planning, management, and organization
JJ. Demonstrate knowledge of leadership
KK. Complete an employment process

All ODCTE objectives

Teaching Methods: The class will be designed by the instructor and an industry partner, and will be project-based.

Grading Procedures: 1. Students are graded on theory and shop practice and performance.
2. Each course must be passed with seventy (70%) percent or better.
3. Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.

Description of Classroom, Laboratories, and Equipment: Tulsa Technology Center campuses are owned and operated by Tulsa Technology Center School District No. 18. All programs provide students the opportunity to work with professionally certified instructors in modern, well-equipped facilities.
The student may be eligible to take state, national or industry exam after completion of the program. College credit may be issued from Oklahoma State University-Okmulgee, Rogers State University or Tulsa Community College. See program counselor for additional information.

The student must maintain a grade point average of 2.0 or better.