

Course Overview

Content Area:

Course(s):

Time Period: **Year**

Length: **180**

Status: **Published**

Course Overview

Aligned to Standards: NJSLs 2014-2020

Revision Date: 2023

In compliance with the NJ Student Learning Standards, climate change, career readiness, DEI (Diversity, Equity, & Inclusivity), as well as other standards have been integrated within the NBCRSD curricula (NJ Administrative Code Title 6A: chapter 8; Title 18A: chapter 35).

Course Overview

Sequence- Unit Titles, Summaries, and Number of weeks per unit (total = 18 semester/36 year)

Unit 1: Essential Computer Skills for Business - 3-4 weeks. Students will develop an understanding of how computers and digital technology support modern business and everyday life, including information processing and storage, operating systems, networks, web browsers, email, and safe computing. Students will apply critical-thinking and problem-solving skills to evaluate technology, manage digital information, improve productivity and keyboarding skills, and make safe, effective decisions when using computers at school, work, and home.

Unit 2: Word Processing & Business Communication - 5-6 weeks

Unit 3: Excel and Data Analysis & Management - 5-6 weeks

Unit 4: Business Presentations with PowerPoint - 3-4 weeks

[Reporting Student Progress](#) (link to NB's Assessment System)

All courses follow a balanced assessment system with Practice and Assessments. Each category includes formative, summative and alternative assessments.

[Accommodations and Modifications](#) (link to menu)

Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans.