

BUSINESS PROJECT

Course Title:	Computer Applications
Project Name:	Human Resources--Create An Employee Handbook
Time:	10 Hours

Objectives: After completing this project, the student(s) will be able to:

1. Develop job descriptions for a business.
2. Create a database of employees.
3. Prepare an oral presentation of the project.

Materials Needed: Computer with Internet access
Word Processing Software
Database Software
Presentation Software
Evaluation Forms

Resources Needed: Internet

Student Handouts: Project Instructions
Evaluation Forms

Interdisciplinary Involvement: Language Arts, Business Procedures, Business Law

Step-by-Step Instructions:

In this activity, you will use the Internet to research various businesses. You will also work as a group to prepare an employee handbook with rules, regulations, benefits, and job descriptions using word processing, database, graphics, and presentation software.

TASK 1: Use the Internet to research the formats and topics included in an employee handbook and to research the formats and elements included in various job descriptions.

TASK 2: As a group, create a company and decide what product(s) the company will produce. Assign each group member a different job title. The following list contains a few appropriate job titles:

President	Payroll Clerk
Vice-President	Data Entry Clerk
Administrative Assistant	Receptionist
Human Resource Manager	Any other appropriate job title
Accountant/Finance Manager	

- TASK 3:** As a group, prepare an employee handbook with the following sections:
1. Title page – include the company name, student names, date, and an appropriate graphic.
 2. Table of Contents.
 3. Introduction to the company – Include the company name, product(s), the date the company was incorporated, the philosophy of the company, staff members, etc.
 4. Employee Rules and Regulations (Professional Code of Ethics) – Develop rules and regulations for your company based on research found on the Internet.
 5. Employee Benefits – Develop employee benefits for your company based on research found on the Internet.
 6. Job Description of each job title.
 7. Organizational Chart of the employees.
 8. Database of Employees – including name, address, home telephone number, work telephone number and extension, date of birth, etc.

TASK 4: As a group, prepare and make an oral presentation of your employee handbook. The group will receive one grade for the slide presentation. Each member of the group will be graded individually on the oral presentation.

**COMPUTER APPLICATIONS PROJECT
CREATING AN EMPLOYEE HANDBOOK**

**ASSESSMENT FORM
Employee Handbook**

GROUP MEMBERS: _____

ACTIVITY	POSSIBLE POINTS	POINTS RECEIVED	GROUP MEMBER COMPLETING ACTIVITY
Title Page/Divider Pages	5		
Table of Contents	5		
Introduction to Company	10		
Employee Rules and Regulations	10		
Employee Benefits	10		
Job Descriptions (one per employee)	30		
Organizational Chart	10		
Database of Employees	10		
Spelling and Grammar	10		
TOTAL:	100		GRADE:

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**ASSESSMENT FORM
Slide Presentation**

GROUP MEMBERS: _____

ACTIVITY	EXCELLENT	AVERAGE	UNACCEPTABLE
Content	Text provides concise information; uses phrases of parallel structure; length of text is appropriate; avoids abbreviations and acronyms. 20 points	Text provides concise information with parallel structure on most slides; is wordy and too lengthy on some slides; uses some abbreviations and acronyms. 10 points	Text does not provide useful information; is not of parallel structure; is wordy and too lengthy per slide; uses abbreviations and acronyms. 0 points
Special Effects	Special effects are used to add to the presentation. 20 points	Special effect detract from the presentation. 10 points	No special effects are used. 0 points
Color	Colors chosen are appealing to the eye and easy to read. 20 points	Some colors chosen are difficult to read. 10 points	Colors chosen detract from the presentation. 0 points
Graphics	Graphics selected always support data or information appropriately; appropriate number of graphics is always selected. 20 points	Graphics selected could have been better at time(s); too many graphics or not enough graphics are used on some slides. 10 points	Graphics selected do not represent data or information appropriately; too many graphics or not enough graphics are used on most slides. 0 points
Spelling/Grammar	All words are spelled correctly and presentation is free of grammatical errors. 20 points	One or two spelling and/or grammatical errors. 10 points	More than two spelling and/or grammatical errors. 0 points
Total Points			

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**ASSESSMENT FORM
Oral Presentation**

NAME _____

ACTIVITY	EXCELLENT	AVERAGE	UNACCEPTABLE)
Eye Contact	Presenter maintained eye contact with audience throughout the presentation. 25 points	Presenter glanced at screen and/or notes occasionally, but maintained eye contact with audience most of the time. 12 points	Presenter looked at screen and/or notes throughout most of the presentation and did not maintain eye contact with the audience. 0 points
Posture	Stood straight, did not lean on podium, both feet were flat on floor, used gestures appropriately. 25 points	Posture needed some improvement. 12 points	Posture was unacceptable. 0 points
Voice	Spoke clearly, voice was appropriate volume, avoided use of fillers. 25 points	Voice needed some improvement. 12 points	Voice was unacceptable. 0 points
Dress	Student was dressed appropriately for business setting. 25 points	Student dress needed some improvement for business setting. 14 points	Student dress was unacceptable. 0 points
Total Points			