



Business Software Applications II

Lowndes County Career Tech Center

2023 - 2024

Ms. Bridget Davis

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Schoology Codes:

1st Block	keunekl
6th Block	4wzqzvf

Department Philosophy: The LCCTC CTE Department believes that education's most important function is to provide all students with the skills needed for post-secondary and careers. This is accomplished by providing interest-based programs that meet industry standards.

Course Description: Business Software Applications II focuses on advanced word processing and spreadsheet and database management skills using current and emerging integrated technology. These skills include a variety of input technologies in the production of professional quality business documents and reports. Performance and production skills for the co-curricular student organizations, DECA and Future Business Leaders of America (FBLA-PBL), are embedded in this course. Students will also have the opportunity to gain industry-recognized credentials to document advanced computer skills needed for future education or employment plans. Foundational standards, shown in the table below, are an important part of every course. Through these standards, students learn and apply safety concepts, explore career opportunities and requirements, practice the skills needed to succeed in the workplace, develop leadership qualities and take advantage of the opportunities afforded by Career and Technical Student Organizations (CTSOs), and learn and practice essential digital literacy skills. The foundational standards are to be incorporated throughout the course.

FBLA Membership Fees: \$25 Professional Organization: All business students are also encouraged to join (FBLA), Future Business Leaders of America. FBLA is a student organization that helps enhance course instruction, develop leadership skills, and provide opportunities for professional growth and service.

Course Supplies:

- Textbook (Provided)
- Three-Ring Binder w/ Loose Leaf Paper
- Writing Utensils (Pencils and Black or Blue Ink Pens)
- Dividers
- Storage Device (Jump, Flash, or Thumb Drives)

I try to provide ample opportunities to receive **bonus points**. These opportunities are posted in class with instructions and requirements. I try to regularly update the assignments. Please contact me if you have any questions about how you can earn additional points.

Absences and Make-up Work:

If you are absent, it is your responsibility to make up missed work! Additional assignments and teacher notes for each school day will be posted on Google Classroom. You will have two class days per day absent to submit make-up work.

Classroom Management:

I manage my classroom in a way that creates the best learning environment for every student. The contributions of each student will be valued and heard. In order to achieve these goals, a set of rules are enforced that I expect all my students to abide by in order to keep a safe and productive classroom.

Classroom Rules

1. Be in your seat and ready to begin when the tardy bell rings.
2. Tampering with software or hardware in any way will not be tolerated.
3. Work areas must be cleaned before dismissal.
4. Do not save work on computer, only on USB Flash Drive (unless instructed by teacher)
5. Remain in your assigned seat at all times.
6. The Teacher will dismiss the class, not the bell.
7. Allow the Teacher to Teach and Students to Learn
8. No Loud Talking or Bad Language
9. No Food, Candy, Drinks or Cell Phones Allowed in the Computer Lab
10. Raise your hand for recognition to speak or to leave your seat

Consequences:

1. Verbal Warning
2. Meet with the Teacher
3. Call Home and / or letter home to parents
4. Office Referral

Academic Misconduct

Academic dishonesty and misconduct includes, but is not limited to, acts of abetting, cheating, plagiarism, fabrication, and misrepresentation. You will receive a zero for any work found to violate any of the actions listed below. Any time you use someone else's work you *must* give that source credit through academic citation. We will review how to cite sources in APA format. Academic misconduct includes the following acts:

- **Plagiarism:** Copying & pasting text from the internet or any other material without quoting and citing the source.
- **Cheating:** Copying another student's work.
- **Abetting:** Giving another student your work to copy.
- **Fabrication:** Creating false data or copying an idea directly from the internet when told to create your own work.

This syllabus is subject to be change by the teacher at anytime to fit the needs of the children.