

# BIBB COUNTY CAREER ACADEMY – Course Syllabus

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## COURSE: BUSINESS SOFTWARE APPLICATIONS I

### COURSE DESCRIPTION

Business Software Applications I emphasizes the skills required to create, edit, and publish industry-appropriate documents. Areas of instruction include the integration of word processing, desktop publishing, spreadsheets, database management, and presentation software as well as the use of emerging technologies. Competencies for the co-curricular student organizations, DECA and Future Business Leaders of America (FBLA-PBL), are also embedded in this course. Students will have the opportunity to gain industry-recognized credentials to document basic computer skills needed for future education or employment.

**COURSE FEE**  
\$25.00

### PROGRAM GOAL OF THE BUSINESS MANAGEMENT AND ADMINISTRATION DEPARTMENT

The goal of the Business Management and Administration Department is to prepare students to be competent in the Business Information Technology area by functioning in a technological society. Students who complete sequenced courses will be able to obtain entry-level positions in areas of business such as administrative support, human resources, operations, management, business information, office technology, and more.

### SUPPLIES

Required:

- Paper
- Pens/Pencils (Blue/Black Ink)

Optional Needed:

- Flash Drive
- Facial tissue (Kleenex)
- Paper Towels

### RESOURCES

- Google including Classroom
- Certiport
- Gmetrix
- Microsoft Office 2019/365

### STUDENT EVALUATION

The use of various procedures ensures that students of all abilities can be successful. Any student who is having difficulty should notify the instructor immediately. Students and parents may access PowerSchool to see students grades at any time.

Evaluation Criteria	Method of Evaluation	% of Grade
Assessments/ Daily Activities	Weekly assignments including notes, classwork, Tests, projects, etc.	40%
Workplace/ Employability Skills	Work ethic in the classroom, clocking in for class, bell ringers, etc.	40%

The grading system above calculates to be 80% of the student's grade. The Final Exam is weighted to be the remaining 20% of the student's grade.

### GRADING SCALE

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 59 or below

### ATTENDANCE

*The attendance policy is outlined in the Bibb County Schools Student Policies Handbook.*

*Students with excused absences must contact the instructor for any missed work. Make-up work for excused absences must be completed and returned within 3 days of the student's return to class.*



### MICROSOFT OFFICE SPECIALIST CERTIFICATIONS



*Students will have the opportunity to receive multiple certifications in the Microsoft Office Specialist program. Two certifications will qualify for an Industry credential. Certifications offered include:*



### CAREER TECHNICAL STUDENT ORGANIZATION (CTSO)

Career and technical student organizations (CTSO) are integral, co-curricular components of each career and technical education course. These organizations serve as a means to enhance classroom instruction while helping students develop leadership abilities, expand workplace readiness skills, and broaden opportunities for personal and professional growth.



### MISSION STATEMENT

DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management in high schools and colleges around the globe.

# **BUSINESS SOFTWARE APPLICATIONS I**

## **COURSE OF STUDY CONTENT STANDARDS**

### **BASIC COMPUTER**

1. Utilize technology functions, including compressing files, converting files, importing files, exporting files, and transferring data among applications.

2. Diagnose problems relating to technology systems, including network systems, hardware, and software.

### **WORD PROCESSING**

3. Create, manage, and navigate through a variety of business- and industry-appropriate documents using various data input techniques in word processing applications.

4. Produce and edit business documents using word processing technology, including business letters, research papers, and reports that include title or cover page, headings, table of contents, page numbers, headers, footers, in-text citations, footnotes, and endnotes.

5. Create, edit, and share documents using online word processing technologies.

### **DESKTOP PUBLISHING**

6. Utilize the desktop publishing process to apply design principles to publications.

7. Import and manipulate objects, images, shapes, and text in publications.

8. Generate a variety of business publications, with and without templates, using desktop publishing software.

9. Prepare publications for printing and sharing.

### **SPREADSHEETS**

10. Create, manage, and navigate through industry-appropriate worksheets in spreadsheet applications.

11. Formulate and produce a variety of business applications using spreadsheet applications.

### **PRESENTATION SOFTWARE**

12. Create and manage industry-appropriate slideshows using presentation software.

13. Create and deliver well-organized, audience-appropriate presentations for a variety of business situations. **DATABASE MANAGEMENT**

14. Create and manage data using basic database applications.

15. Create tables, forms, reports, and queries for business and personal use, utilizing database software. **PRODUCTIVITY**

16. Use technology to increase administrative office productivity and enhance workplace performance.

17. Explore the business applications of digital technology on the Internet.

18. Demonstrate ways to modify documents to be more accessible to people with disabilities.

### **ETHICS**

19. Describe the importance of professional ethics and legal responsibilities in the workplace.

## **FOUNDATIONAL STANDARDS**

Foundational standards, shown 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.

1. Incorporate safety procedures in handling, operating, and maintaining tools and machinery; handling materials; utilizing personal protective equipment; maintaining a safe work area; and handling hazardous materials and forces.
2. Demonstrate effective workplace and employability skills, including communication, awareness of diversity, positive work ethic, problem-solving, time management, and teamwork.
3. Explore the range of careers available in the field and investigate their educational requirements, and demonstrate job-seeking skills including resume-writing and interviewing.
4. Advocate and practice safe, legal, responsible, and ethical use of information and technology tools specific to the industry pathway.
5. Participate in a Career and Technical Student Organization (CTSO) to increase knowledge and skills and to enhance leadership and teamwork.
6. Discuss and demonstrate ways to value diversity.

## **EMBEDDED NUMERACY & LITERACY ANCHOR ASSIGNMENTS**

### **Business Company Research and Presentation (worth 200 points)**

*Students will read and gather research on a major US publicly stock traded company including: history, locations, products and services, organizational structure, history of stock, sales, and net income, charitable contributions, and success stories to place in presentation. Students will condense research into points. Students will use Excel to create column, bar, and line charts showing 5 years of mathematical data. The presentation will be delivered orally in front of class using the Smartboard. The final product will then be placed in the student portfolio.*