

BIBB COUNTY CAREER ACADEMY – Course Syllabus

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COURSE: BUSINESS SOFTWARE APPLICATIONS II

COURSE DESCRIPTION

Business Software Applications II focuses on advanced word processing, spreadsheet, and database management skills using current and emerging 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 educations or employment plans.

COURSE FEE
\$25.00

The prerequisites for this course include Career Preparedness OR Business Software Applications I.

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

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.



RESOURCES

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

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 II

COURSE OF STUDY CONTENT STANDARDS

WORD PROCESSING

1. Manage advanced word processing document options and settings.
2. Utilize advanced word processing editing and formatting features.
3. Create custom document elements using advanced word processing software.
4. Create and modify advanced word processing features.

SPREADSHEETS

5. Manage workbook options and settings.
6. Apply custom data formats, layouts, and validation to workbooks.
7. Create advanced workbook formulas using spreadsheet software.
8. Create advanced charts and tables with workbooks data in spreadsheet software.

DATABASE MANAGEMENT

9. Build tables using database software.
10. Create and manage database forms.
11. Create database reports.

PRODUCTIVITY

12. Utilize digital technology applications on the Internet for business, personal, and educational uses.
13. Devise and apply methods of modifying documents to be more accessible to people with disabilities.

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.

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. Students must choose a different company to research than the one used in Business Software Applications I. The presentation will be delivered orally in front of class using the Smartboard. The final product will then be placed in the student portfolio.