

Business Software Applications I Course Syllabus 2023-2024

Prerequisite: None **Credential:** Microsoft MOS Certification **CTSO:** FBLA **Credit:** 1

Career Pathway: Business Information Technology **Dual Enrollment:** N/A



Instructor Information

Teacher: **David Hicks**

Room #: B18

Contact: email david.hicks@acboe.net or call the school at 334-387-1910 to set up a conference

Also visit www.marburyhighschool.org and click on "Faculty & Staff" to view lesson plans, class schedule, course syllabus, FBLA announcements, teacher bio, and additional information.

Business Software Applications I Course Description

Business Software Applications I is a one-credit foundation course that 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 organization, Future Business Leaders of America (FBLA), 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. These Foundational standards incorporated throughout the course.

Career and technical student organizations are integral, cocurricular components of each career and technical education course, and FBLA membership is expected for this class. This organization serves 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.

Business Software Applications I Course Goals

After completing the course, the student will:

- 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.
- Demonstrate effective workplace and employability skills, including communication, awareness of diversity, positive work ethic, problem-solving, time management, and teamwork.
- Explore the range of careers available in the field and investigate their educational requirements, and demonstrate job-seeking skills including resume-writing and interviewing.
- Advocate and practice safe, legal, responsible, and ethical use of information and technology tools specific to the industry pathway.
- Participate in a Career and Technical Student Organization (CTSO) to increase knowledge and skills and to enhance leadership and teamwork.
- Discuss and demonstrate ways to value diversity.
- Utilize technology functions, including compressing files, converting files, importing files, exporting files, and transferring data among applications.
- Diagnose problems relating to technology systems, including network systems, hardware, and software.
- Create, manage, and navigate through a variety of business- and industry-appropriate documents using various data input techniques in word processing applications.
- 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.
- Create, edit, and share documents using online word processing technologies.
- Utilize the desktop publishing process to apply design principles to publications.
- Import and manipulate objects, images, shapes, and text in publications.
- Generate a variety of business publications, with and without templates, using desktop publishing software
- Prepare publications for printing and sharing.
- Create, manage, and navigate through industry-appropriate worksheets in spreadsheet applications.
- Formulate and produce a variety of business documents using spreadsheet applications.
- Create and manage industry-appropriate slideshows using presentation software.
- Create and deliver well-organized, audience-appropriate presentations for a variety of business situations.
- Create and manage data using basic database applications.
- Create tables, forms, reports, and queries for business and personal use, utilizing database software. Use technology to increase administrative office productivity and enhance workplace performance.
- Explore the business applications of digital technology on the Internet.
- Demonstrate ways to modify documents to be more accessible to people with disabilities.
- Describe the importance of professional ethics and legal responsibilities in the workplace.
 - **The class will prepare students for Microsoft MOS certification assessments for MS Word and PowerPoint.**

Essential Questions *Student course work will answer these essential questions*

- How do you professionally create and develop business documents? Why is this process important?
- How has electronic mail changed the way business is conducted?
- How do spreadsheet applications simplify data commonly used in business settings?
- How do database applications organize and manage data commonly used in business settings?
- How is multimedia software used to enhance informational presentations?
- How does the information on the Internet enhance one's research abilities compared to research methods of the past?

Student Class Supplies

Headphones or Earbuds, Black or Blue Pen, Personal Paper, ½" Binder to file graded work and study materials

Teacher Wish List (optional donations that would be greatly appreciated):

facial tissues, hand sanitizer, paper towels.

Fees and Textbooks

There is a **required \$25 fee** for the Business Software Applications I course. This fee offsets consumable material needs.

There is an **optional \$20 fee** to pay all local, state, and national membership dues for FBLA.

Checks should be made payable to Marbury High School. Students will not be issued a personal textbook.

FBLA Student Organization Integration

All Business students will participate in FBLA (Future Business Leaders of America). FBLA gives students the opportunity to learn business leadership skills, engage in service activities, and compete in Area, State, and National competition. FBLA is an integral, cocurricular component of this course. For more information, see fbla-pbl.org. Students must have a C average or higher and be a paid member to participate in FBLA activities.

Computer and Equipment Usage

Your student is expected to abide by the Autauga County Schools internet usage agreement. Any student caught misusing the equipment and software will be referred to the administration, appropriate action will be taken. Your student will be responsible to pay for any financial loss incurred. *Students should only run software programs and visit websites that they have been given permission to use to complete class assignments.*

Violation of this expectation will be handled as a discipline matter.

Grading Policy and Assessments

Student grades will be updated on a regular basis through "PowerSchool" and will be available to parents who have paid the \$10 fee for this access. Averages are weighted following Autauga County Board of Education policy and all assessments are based on a 100 point system. The grading scale used is as follows: A=90-100, B=80-89, C=70-79, D=60-69, F=0-59. Grades of 0.5 or higher will round up.

- Tests and Projects – 65%
Tests could be standard specific, mid-chapter, or end of chapter and always graded for accuracy. Project include completed productions, presentations or publications. and graded for quality and accuracy based on provided rubrics.
- Classwork and Homework – 35 %
Could be reviewed anytime and graded for effort.

I will be glad to inform any student of their current average at any time if asked.

Extra credit will not be available, but there will be multiple opportunities for students to improve their average.

Final average is calculated as 1st quarter average=40%, 2nd quarter average=40%, final exam score=20%

A midterm exam counting 20% will be included in the 1st quarter average with no exemptions.

Board of Education policy states exemptions are allowed for the final exam based on the course criteria:

"5 absences with A average, 3 absences with B average, 1 absence with C average"

Embedded Numeracy

- Students will create mathematical and logical formulas and functions.
- Students will calculate precise measurements on margins, cell sizes and image sizes.

Embedded Literacy

- Students will utilize reading strategies in order to interpret and comprehend material and lab instructions.
- Students will increase literacy and vocabulary skills by defining terms in each unit of the course.

Make-Up Work

If a student is absent from class, they are responsible to stay caught up in the curriculum. Excused absences allow for a student to make up missed assignments (points will be deducted for assignments that are turned in late). Students have 3 class days following an absence to turn in an excuse or that absence will be considered unexcused. Assessments that are missed due to unexcused absences will result in a zero according to administration policy.

Daily Schedule and Instructional Delivery Plan

Our normal routine will begin with typing instruction. Once the typing session is complete, we will have a short bellringer. This time is used to refine yesterday's material or to review a specific concept. New material will then be presented through laboratory demonstration and activities, discussion, guided practice, individual and group practice, problem solving activities, and math and literacy exercises. The course includes interactive activities, groupwork, or peer tutoring to reinforce learning. On most days there will be some kind of summarizing activity or assessment at the end of each class.

Anchor Project

Over the course of the Semester, students will create a sample Business Plan that will include documents created in Microsoft Word, Excel, and PowerPoint, that includes: Executive Summary, Business Description, Market and Industry Analysis, Sales and Marketing Strategy, Management Proposal, and Financial Report. This will be summarized in individual Class Presentations.

Classroom Rules

1. Be on-time, on-task, and prepared to learn everyday
 2. Keep all electronics and distractions put away
 3. Be responsible for your own learning
 4. Respect the teacher, the classroom, and other students
- *Always be mindful of the school policies and expectations in the student handbook.

Four-Step Discipline Policy (Some actions may cause steps to be skipped)

When behavior issues arise, the following system will be followed with documentation in order to address the issue:

- (1) Verbal warning
- (2) Stop and Think form
- (3) Contact parent/guardian
- (4) Office referral

*A tardy student must provide pass from front office before allowed to enter class. Tardies follow the same four-step discipline policy. Excessive tardies and absences will result in disciplinary action at discretion of the administration.

**COMPLETE THIS PAGE AND SUBMIT TO TEACHER
NO LATER THAN WEDNESDAY, AUGUST 23, 2023.**

ACKNOWLEDGEMENT OF RECEIPT AND AGREEMENT TO COURSE SYLLABUS
GOVERNING CLASSROOM RULES, PROCEDURES, AND EXPECTATIONS

I have read in detail the guidelines and expectations set forth for Business Software Applications I. I understand that successful completion of this course will be based largely upon my following these guidelines and expectations. As it is my intention to successfully complete this course with a passing grade and credit granted, I agree to follow all of the guidelines given.

Printed Student Name: _____

Student Signature: _____

Dear Parent/Guardian:

Your child is enrolled in the Business Software Applications I class at MHS. I look forward to the opportunity to teach your student. Let me encourage you to take an active role in their education as we partner together to provide them the best experience possible. As such, if you have any questions at any time, please feel free to call me at the school or e-mail me at david.hicks@acboe.net. I will respond to all emails within 24 hours.

Parent/Guardian Signature: _____

Parent/Guardian Email: _____

Parent/Guardian 1 Contact Phone number _____

Parent/Guardian 2 Contact Phone number _____