

## **Business Software Applications**

### **Course Syllabus**

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**Course Description:** Business Software Applications (BSA) is a year-long, one-credit foundation course designed to assist students in developing technological proficiencies in word processing, spreadsheets, databases, presentations, communications, Internet use, ethics and careers using technology applications. Simulations and projects promoting teamwork, leadership and workplace skills offer further opportunities for application of knowledge and skills.

#### **Materials:**

- Earbuds
- Course and FBLA Fee

**Course Fee:** \$40 total by the end of the third week of school to cover:

\$25 for computer lab supplies fee.

\$15 for FBLA membership.

*Cash or checks made to PHS.*

**FBLA:** Future Business Leaders of America is a co-curricular component of BTA. This means that we will do activities and projects in class that relate to FBLA competition topics. Students are encouraged to become participating members of the organization as it enhances classroom instruction, helps develop leadership skills and provides opportunities for growth and service. FBLA dues are \$15.

**Course Objectives:** The course is designed to assist students in developing technological proficiencies and leadership abilities. Students should leave this class with a thorough understanding of Word, PowerPoint, Access, & Excel and be able to enter the workforce as a productive individual.

**Available Industry Credentials:** *Microsoft Office Specialist in Word, Excel, and PowerPoint*

**Microsoft Imagine Academy, GMetrix and Certiport:** BTA classes participate in the Microsoft Imagine Academy. The Academy helps students succeed in the 21st century workforce, gives access to training and other hands-on experiences. GMetrix is used to review for Microsoft Office Specialist tests. Certification tests are taken through Certiport.

**Instructional Methods:** PowerPoint presentations, cooperative group activities, class discussions, demonstrations, note-taking, role-playing, online coursework, pictures and videos, others as needed.

## Course Outline:

Keyboarding <small>(simultaneously with other topics)</small>	5 weeks	Presentations	8 weeks
Word processing	13 weeks	Careers	3 weeks
Spreadsheets	7 weeks	Review/Test Practice	3 weeks
Databases	2 weeks	Total of 36 weeks	

**Assessment Procedures:** Daily assignments (such as bell ringers), tests and quizzes, performance assessments, laboratory work, project reports, assignment completion, class discussion/participation, and project presentation are used in assessing student learning and progress throughout the course. Work not turned in/attempted will receive a zero for the assignment. Students who have an excused absence will have 3 days to make up work.

**Schoology:** The course is all computer based so most assigned work cannot be completed at home. Utilize Schoology to see what work you are missing while absent. *It is the student's responsibility to find out what they missed when absent from class.*

## Grading:

<b>Major Grades</b>	<b>65%</b>	Tests, projects, portfolio
<b>Minor Grades</b>	<b>35%</b>	Daily work, class assignments, employability grade

**Grading Scale:** 100-90 A 89-80 B 79-70 C 69-60 D 59-0 F

**Class Rules & Expectations:** The student will adhere to the guidelines of student conduct set forth in the school handbook.

## Expectations

1. Be Respectful
2. Be Responsible
3. Be Resourceful

1. Student/Teacher conference
2. Parent contact
3. Office referral

## Consequences

\*A severely disruptive student will be immediately sent to the office.

**Make-up Work Procedure:** Attendance is required. You have three school days to turn in makeup work. **You are responsible for acquiring and completing your make-up work.** **Schoology has all assigned work.** However, you are welcome to ask questions about and get help with any make-up work that you don't understand.

**Tardiness and Transitioning out of the room:** You are expected to be in the classroom in your seat BEFORE the bell rings. Use of the locker and restroom should be done prior to arriving to class. Tardiness is not tolerated, and you must bring a written excuse from another teacher or administrator if you are late. Please make sure the area around your desk is clean and neat before you leave each day. We will regularly wipe down surfaces, after each user.

**Personal Devices:** Cell phone and camera usage is not allowed! Cell phones should be off in your backpack or locker. If you choose to use or make your phone visible during class, you are giving me permission to take your phone and turn it into administration.

**Charging your Device:** Your phone/chromebooks **will not be** connected to computers/outlets in the lab to charge.

**Academic Dishonesty:** Cheating is unacceptable, and any student caught cheating will receive a grade of a zero. Cheating includes exchanging papers/files with another student, the use of unauthorized notes, books, or cell phones, copying work from another student, or talking or communicating during times when graded work is given. It also includes copy and pasting from the Internet.

**Email:** Please make sure you have a Gmail email account. This will be used to sign up for many accounts in our classroom. If you need help doing this, ask!

Keep these 3 pages. Please return the fourth page.

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\*Your first assignment: Please read the attached information and sign below, have a parent/guardian read the information and sign below, and bring the contract back to class to receive credit. Thank you for your cooperation! I am looking forward to a great year. Parents, please feel free to contact me if you have any questions. Signing below means you:

*I (we) have read the information about the Business Software Applications curriculum, grading policy, student responsibility, and classroom procedures for Mrs. Hood. I have read the classroom management plan and agree to follow all rules and procedures.*

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Student Signature

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Date

***Students, stop right now and join the BSA Class Remind account.***

***Awesome! Now get your parents to sign this paper, give you the class fee and bring this form and money back to class.***

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Parent/Guardian Signature

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Date

Parent/Guardian preferred phone number: \_\_\_\_\_

It is the policy of ACBOE that no student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program on the basis of sex, race, color, religion, national origin, age, handicapping condition, belief, creed or ethnic group.