

# Business Software Applications II Course Syllabus 2024-2025



**Prerequisite:** Career Preparedness OR Business Software Applications I

**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](mailto:david.hicks@acboe.net) or call the school at 334-387-1910 to set up a conference

Also visit [www.marburyhighschool.com](http://www.marburyhighschool.com) and click on "Faculty & Staff" to view lesson plans, class schedule, course syllabus, FBLA announcements, teacher bio, and additional information.

## Business Software Applications II Course Description

Business Software Applications II is a one-credit course that 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 organization, 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 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 incorporated throughout the course.

## Business Software Applications II 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.
- Manage advanced word processing document options and settings.
- Utilize advanced word processing editing and formatting features.
- Create custom document elements using advanced word processing software.
- Create and modify advanced word processing features
- Manage workbook options and settings
- Apply custom data formats, layouts, and validation to workbooks
- Create advanced workbook formulas using spreadsheet software
- Create advanced charts and tables with workbook data in spreadsheet software.
- Build tables using database software
- Create and manage database forms
- Create database reports .
- Utilize digital technology applications on the Internet for business, personal, and educational uses
- Devise and apply methods of modifying documents to be more accessible to people with disabilities.
  - **The class will prepare students for Microsoft MOS certification assessments for MS Excel and MS Word.**

## 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 does participating in a CTSSO affect one's leadership and teamwork skills?
- How does the information on the Internet enhance one's research abilities compared to research methods of the past?

### **Student Class Supplies**

Blue/Black Pen, Personal Paper, 3-prong folder for graded work and study materials.

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

Facial Tissues, Clorox wipes, Hand sanitizer, paper towels.

### **Fees and Textbooks**

There is a **required \$25 lab fee** for the Business Software Applications II course. There is an optional \$20 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 are required to participate in FBLA (Future Business Leaders of America). FBLA is an integral, cocurricular component of this course. FBLA gives students the opportunity to learn business leadership skills, engage in service activities, and compete in Area, State, and National competition. Membership dues for FBLA are **\$20**. Checks should be made payable to Marbury High School. For more information, see [fbla-pbl.org](http://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 guardian 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.*
- 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.

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

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

Final Exam exemption policy: *An "A" average in the class and not more than 5 absences or a "B" average in the class and not more than 3 absences. Any student with a "C" average or below will be required to take final exams.*

### **Embedded Numeracy**

- Students will create mathematical and logical formulas and functions, and perform statistical operations.
- Students will evaluate functions, and incorporate trendlines into dual-axis charts.

### **Embedded Literacy**

- Students will utilize reading strategies in order to interpret and comprehend material and lab instructions.
- Students will increase language proficiency and writing skill by preparing professional letters and memorandum.

### **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**

Near the end of the course, students will create a business plan to include professional quality examples from all products utilized throughout the course. Students will present their plan to showcase their work.

### **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
5. Trash goes in the trashcan

\*Always be mindful of the school policies and expectations in the student handbook.

### **Four-Step Discipline Policy**

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

- (1) Student-Teacher Conference
- (2) Parent Notification
- (3) Parent-Teacher-Administrator Conference
- (4) Referral to Office as Habitual Class A Offender

When Class B-E behavior violations occur, the student will be immediately referred to the Office.

\*A tardy student must provide pass from front office before allowed to enter class. Tardies follow the same Class A 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 MONDAY, AUGUST 19<sup>th</sup>, 2024.**

**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 II. 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: \_\_\_\_\_

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Dear Parent/Guardian:

Your child is enrolled in the Business Software Applications II 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](mailto: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 \_\_\_\_\_