



Escambia Career Readiness Center
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Description

Business Software Applications II 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.

Prerequisite

Career Preparedness or BSA I

Goals

Acquire specific skills needed for success in the workplace, managing economic resources to achieve personal and company goals, and the impact of financial decisions on a business.

Essential Questions

- Will this course help prepare me for a job?
- Will this course help prepare me for college?
- What career opportunities will this course prepare me for?

Foundational Standards

1. Incorporate safety procedures in handling, operating, and maintaining tools and machinery; handling materials; and maintaining a safe work area.
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 to increase the knowledge and skills and to enhance leadership and teamwork.
6. Discuss and demonstrate ways to value diversity.

***Course Outline*****Business Software Applications II – 2nd Year Students**Source: FBLA Format GuideMicrosoft Excel Associate 2019 e-book, Microsoft Word Associate 2019 e-book, Microsoft Imagine Academy text

1. Describe different types of business organization.
2. Summarize how economic stability impacts growth of the economy.
3. Compare and contrast major features of a variety of economic systems.
4. Describe the four basic levels of international business activities: domestic, international, multinational and global.
5. Explain how the profit motive drives decisions in a capitalist economic system.
6. Describe the methods and sources available to corporations for raising capital.
7. Create advanced workbook formulas using spreadsheet software.
8. Use various sources of information to gather data about specific investments, including stocks, bonds, mutual funds, and futures.
9. Create advanced charts and tables with workbook data in spreadsheet software.
10. Describe the role financial institutions play in economic growth and development.
11. Interpret economic and financial data using correct terminology.
12. Describe the role of consumer credit in today's economy.
13. Describe the impact of consumer debt on both the consumer and on the economy as a whole.
14. Demonstrate ethical customer service skills in the financial sector.
15. Gather and share information on the effectiveness of marketing strategies used by financial institutions to attract and retain customers.

Culminating Products

Upon completion of this course, each student will:

- Research job search strategies and sources for job placement.
- Create an employment portfolio.
- Describe and demonstrate the application and interview process for employment.

Assessment Procedures

Most assignments will be submitted via Schoology. Assignments will be graded objectively for completeness and correctness. Presentations and objective projects will be graded according to an assignment rubric. All quizzes will be administered via Schoology.



BUSINESS SOFTWARE APPLICATIONS II SYLLABUS

Course Number: 10005G1002

Business Management and Administration Program
2024-25



Grading Scale

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

Career Tech Student Organization

All students in the Business Management and Administration Program will be invited to join Future Business Leaders of America.

Student Industry Credential

Currently, the credential for BMA is receiving two Microsoft Office Specialist Certificates in Microsoft Office 2019. This is subject to change per the ALSDE.

***Students must score at least 80% on four GMetrix practice tests to take the MOS test in the Certiport Console.**



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Student Name: _____

Student Signature: _____

Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____