

Business Management and Administration Program
Blount County Schools
Southeastern School, Remlap AL 35133
Mrs. Amy Gunn
agunn@blountboe.net

Business Software Applications II

Welcome to Business Software Applications II!

My goal is to ready each student for a successful future, regardless of college or career plans. To ensure this goal is achieved, students, parents and I all have important roles and responsibilities. Please make me aware of any concerns you may have regarding your student's success.

Communication, Website, and Conference Information

- Each school day, I will check my email during my planning period. Please understand there may be times that your message is not received until the following school day, but I will be prompt in answering.
- Coursework and details are available in Schoology. Please create parent/guardian accounts to stay updated with my expectations for students.
- Please visit my school website at <http://agunn04.wix.com/shs-business>.
- I am available for conferences during my planning period or after school, provided prior arrangements have been made. You may contact me through the email address provided above.

Course 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 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 education or employment plans.

Prerequisites: Career Preparedness OR Business Software Applications I

Program/Instructional Delivery Plan

All course information and coursework is detailed in the Schoology Learning Management System which students can access once enrolled in the course. Other online applications will be utilized to ensure content delivery.

Course Goals

Each foundational and content standard completes the stem “Students will ...”

Foundational Standards Unit

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.
6. Discuss and demonstrate ways to value diversity

Word Processing Unit

1. Manage advanced word processing document options and settings.
 - a. Manage templates, macros, and multiple documents using word processing software.
 - b. Prepare documents for collaboration using editing functions and protecting documents using passwords.
 - c. Use language-specific features, configure editing, and display languages to set language options.
2. Utilize advanced word processing editing and formatting features.
 - a. Perform advanced editing and formatting with word processing software.
Examples: wildcards to replace special characters, formatting, styles, paste options
 - b. Configure paragraph layout options.
Examples: hyphenation, line numbers, pagination options
 - c. Create and modify paragraph and character styles using word processing software.
3. Create custom document elements using advanced word processing software.
 - a. Mark, create, and update index entries software, including tables of contents, captions, and tables of figures.
 - b. Create and manage document building blocks.
 - c. Create custom design elements.
Examples: color sets, font sets, themes, style sets
 - d. Create and manage tables of figures using captions and configuring caption properties.
4. Create and modify advanced word processing features.
 - a. Manage forms by adding custom fields, modifying field properties, and inserting and configuring standard content controls.
 - b. Create and modify macros.
Examples: Record, name, and edit simple macros. Copy macros to other documents or templates.
 - c. Create mail merged documents, labels, and envelopes using recipient lists and merged fields.

Spreadsheets Unit

5. Manage workbook options and settings.
 - a. Manage workbooks using advanced features including save as template, copy macros, and reference data from other spreadsheets.
 - b. Manage workbook review in word processing software, including restrict editing, protect, encrypt with password, configure formula calculation options, manage workbook versions, and protect workbook structure features.
6. Apply custom data formats, layouts, and validation to workbooks.
 - a. Apply advanced conditional formatting and filtering to workbooks using spreadsheet software.
 - b. Create and modify custom workbook elements using spreadsheet software.
 - c. Prepare a workbook for internationalization, modifying currency, text, and other elements as needed, using spreadsheet software.
7. Create advanced workbook formulas using spreadsheet software.
 - a. Apply functions in formulas by performing logical operations including AND, OR, NOT, and nested functions and statistical operations including SUMIFS, AVERAGEIFS, and COUNTIFS functions in spreadsheet software.
 - b. Look up data by using functions VLOOKUP, HLOOKUP, MATCH, and INDEX with spreadsheet software.
 - c. Apply advanced date and time functions including NOW and TODAY functions and serializing numbers using spreadsheet software.
 - d. Use financial functions of spreadsheet software to perform data analysis and business intelligence including import, transform, combine, display, connect, and consolidate data; perform what-if analysis; use cube functions; and calculate data.
 - e. Troubleshoot formulas by utilizing trace precedence and dependence, monitor cells and formulas, validate formulas by using error checking, and evaluate formulas.
 - f. Define and manage named ranges and objects by name cells, data ranges, and tables.
8. Create advanced charts and tables with workbook data in spreadsheet software.
 - a. Add trendlines to charts and create dual-axis charts.
 - b. Create and modify pivot tables by changing field selections and options, creating slicers, grouping data, adding calculated fields, and formatting data.
 - c. Create and modify pivot charts by manipulating options in existing charts, applying styles, and drilling down into details, using spreadsheet software.

Database Management Unit

9. Build tables using database software.
 - a. Import data into tables and from other databases, create linked tables from external sources, and create a table from a template with application parts.
 - b. Customize tables by hiding fields, adding total rows and descriptions, and renaming tables.
 - c. Manage records in tables by updating, adding, deleting, sorting, and filtering records, appending records from external data, and finding and replacing data.
 - d. Create and modify fields using add and delete fields; add validation rules; change field captions, sizes, and data types; configure fields to auto-increment; set default values; and use input masks.

10. Create and manage database forms.
 - a. Create and save forms and create a form from a template with application parts.
 - b. Configure form controls by moving, adding, and removing form controls; modifying data sources; setting form control properties; managing labels; and adding subforms.
 - c. Format forms using modify tab order; configure print settings; sort records by form field; apply a theme; control form positioning; and insert backgrounds, headers, footers, and images.
11. Create database reports.
 - a. Create reports based on query or table, in design view, and using a wizard.
 - b. Configure report controls by group and sort fields, modify data sources, add report controls, and add and modify labels.
 - c. Format reports using multiple columns, add calculated fields, control report positioning, format report elements, change report orientation, insert header and footer information, insert images, and apply a theme.

Productivity Unit

12. Utilize digital technology applications on the Internet for business, personal, and educational uses.
 - a. Present a digital portfolio encompassing all programs used during the course.
Examples: website, blog, slideshow
 - b. Collaborate using cloud computing by designing, saving, uploading, and sharing documents, presentations, and calendars in an online account.
Example: cloud-based filing repositories
 - c. Utilize social networking as a business tool to create professional portfolios and blogs.
13. Devise and apply methods of modifying documents to be more accessible to people with disabilities.
Examples: use headings, lists, meaningful hyperlinks, alternate text for images, tables; identify document language

Career and Technical Student Organization Integration

Career and technical student organizations (CTSOs) are integral, cocurricular 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.

Future Business Leaders of America (FBLA) is the CTSO for this course.

FBLA dues are \$14 for the school year and an optional t-shirt may be purchased for \$10.

Embedded Numeracy Anchor Assignment

Mathematics and numeracy strategies are incorporated into CTE assignments and all aspects of learning in the CTE classroom, with frequent assignments that require students to apply mathematics skills to authentic problems found in the CTE field of study.

FBLA members compete in the national Knowledge Matters Virtual Business Challenge: Personal Finance which employs financial vocabulary and activities such as investing and online banking.

In this course, students will complete an anchor assignment which demonstrates the integration of mathematics and mathematic vocabulary appropriate to the program area.

Business Industry Data Analysis Project – 200 points

Students will research 6 business industry careers to compare and contrast wages and employment trends. Students will prepare a formal summary of their research findings in an MLA format essay and include tables, charts, and graphs to support their findings of the median hourly wages and median annual wages.

Embedded Literacy Anchor Assignment

Each course in the CTE program integrates reading and writing strategies into all aspects of learning in the CTE classroom. Assignments frequently require students to read, write, and make presentations related to the CTE field of study.

FBLA members compete in the national Knowledge Matters Virtual Business Challenge: Personal Finance which employs technical reading skills to complete various financial forms and documents.

In this course, students will complete an anchor assignment which demonstrates the integration of technical reading and writing appropriate to the program area.

Business Industry Career Opportunities Research Project – 200 points

Students will research 6 business industry careers to compare and contrast the various knowledge, skills, abilities, personality, technology, and educational and credentialing requirements to be successful in those careers. Students will prepare a formal summary of their research findings in an MLA format essay.

Available Industry Recognized Credentials Offered

Students will have the opportunity to demonstrate the skills needed to get the most out of Microsoft Office 2019 by earning a Microsoft Office Specialist certification in a specific Office program. MOS certification is available in Word, Excel, PowerPoint, Access, and Outlook.

<u>Assessment Procedures</u>		<u>Grading Scale</u>
Students will be assessed at the completion of each unit in one or more of the following ways:		A 90-100 B 80-89 C 70-79 D 60-69 F 59 or below
<ul style="list-style-type: none"> Teacher Observations Performances Tests Checklists Rubrics Online Activities Scenarios Oral Presentations Research Papers Portfolio Journal Reflections Projects 	<ul style="list-style-type: none"> Research Reports Performance Tasks Production Exams Objective Tests Group Presentations Case Studies Research Projects Debate Safety Tests Simulations Appropriate Business Dress Participation Point Systems 	<u>Grading Policy</u> Grades are based on a points system. Typically, assessments and projects will be worth up to 200 points; classwork, quizzes and homework will be worth up to 100 points.

Supply List: CTE Business Management and Administration Program

Teacher: Amy Gunn

Required Supplies and Fees

Pens

Folder with pockets and fasteners

Notebook paper

\$25 Computer Lab Fee (10th – 12th only)

Optional Supplies and Wish List Items

Kleenex or Paper Towels

Copy Paper or Cardstock

Clorox Wipes or Monitor Wipes

Earbuds

USB Flash Drive