

Business Management and Administration Program
Blount County Schools
Southeastern School, Remlap AL 35133
Mrs. Amy Gunn
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Business Software Applications I

Welcome to Business Software Applications I!

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 I 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 organizations, DECA and Future Business Leaders of America (FBLA-PBL), 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.

No prerequisite is required for this course.

Program/Instructional Delivery Plan

All course information and coursework are 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.

Basic Computer Unit

1. Utilize technology functions, including compressing files, converting files, importing files, exporting files, and transferring data among applications.
 - a. Compare hardware and software functions in word processing applications.
 - b. Save files in various formats including plain text and PDF in word processing applications.
 - c. Describe network computer functions including cloud-based applications.
 - d. Demonstrate electronic file management skills across local computers, networks, and the cloud.
2. Diagnose problems relating to technology systems, including network systems, hardware, and software.
 - a. Demonstrate basic computer and printer preventative maintenance.
 - b. Determine strategies to correct malfunctioning network systems, hardware, and software.

Word Processing Unit

3. Create, manage, and navigate through a variety of business- and industry-appropriate documents using various data input techniques in word processing applications.

Examples: keyboarding, voice recognition, handwriting recognition, scanning

 - a. Apply basic editing and formatting tools to text within a document in word processing applications.
 - b. Apply document themes and style sets in word processing applications.
 - c. Format and edit paragraphs using options in word processing applications.
 - d. Create and modify a table within a document and apply table styles.
 - e. Create and modify lists using formatting to enhance document style.
 - f. Create and manage reference markers including footnotes, endnotes, captions, and citations.
 - g. Insert graphic objects within a document and apply formatting to those graphics.

4. 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.
5. Create, edit, and share documents using online word processing technologies.

Desktop Publishing Unit

6. Utilize the desktop publishing process to apply design principles to publications.
7. Import and manipulate objects, images, shapes, and text in publications.
8. Generate a variety of business publications, with and without templates, using desktop publishing software.

Examples: newsletters, flyers, invitations, business cards, brochures, catalogs, letterheads, informational forms, greeting cards, calendars

9. Prepare publications for printing and sharing.

Spreadsheets Unit

10. Create, manage, and navigate through industry-appropriate worksheets in spreadsheet applications.

- a. Identify, manage, and search cell data and apply text and number formatting using spreadsheet applications.
- b. Apply and modify document style to cells and tables using spreadsheet applications.
- c. Apply and manage view options using spreadsheet applications.

Examples: hide/unhide worksheets, freeze pane, split window, zoom

- d. Utilize formulas, functions, and fill to perform mathematical processes in spreadsheet applications, including percentages and decimals, order of operations, estimation, and prediction of patterns of data.

- e. Identify relative and absolute cell references in spreadsheet applications.

- f. Create and edit charts and graphs, and customize chart elements.

- g. Examine spreadsheet data through sorting and filters.

11. Formulate and produce a variety of business documents using spreadsheet applications.

Examples: budgets, payroll, inventory, invoices, balance sheets, profit-loss statements, conversion of foreign currencies

Presentation Software Unit

12. Create and manage industry-appropriate slideshows using presentation software.

- a. Apply suitable design elements for professional business presentations.
- b. Edit and customize master slide options in presentations.
- c. Apply custom animation effects and transitions in presentations.
- d. Insert and edit objects in presentations.
- e. Insert hyperlinks and action buttons in presentations.

13. Create and deliver well-organized, audience-appropriate presentations for a variety of business situations.

Examples: informative, instructional, entertainment

Database Management Unit

14. Create and manage data using basic database applications.
 - a. Explain the purpose and composition of databases and database management systems, using professional terminology to describe features and components.
Examples: field, record, queries, reports
 - b. Create and edit fields within a database.
 - c. Utilize basic database functions.
Examples: sorting, filtering, querying, merging data
 - d. Print and review reports within a database.
15. Create tables, forms, reports, and queries for business and personal use, utilizing database software.

Productivity Unit

16. Use technology to increase administrative office productivity and enhance workplace performance.
 - a. Access, process, and transmit information through various channels.
Examples: fax, email, teleconferencing, virtual meetings
 - b. Perform integrated functions using various software applications.
17. Explore the business applications of digital technology on the Internet.
 - a. Use cloud computing to improve productivity by designing, saving, and uploading documents in an online account.
 - b. Use online collaboration tools.
Examples: calendar, document and presentation sharing
 - c. Explore the benefits of social networking as a business tool, including professional portfolios and blogs, considering privacy settings and safety issues.
 - d. Explain the personal and business use of apps on digital devices.
18. Demonstrate ways to modify documents to be more accessible to people with disabilities.
Examples: large print/font, use heading styles, alternative text for images, utilize Accessibility Checker, use sufficient contrast for text and background colors, add meaningful hyperlink text and screen tips

Ethics Unit

19. Describe the importance of professional ethics and legal responsibilities in the workplace.
 - a. Evaluate and justify decisions based on ethical reasoning.
 - b. Identify and explain personal and long-term consequences of unethical or illegal behaviors in the workplace.
 - c. Evaluate components of acceptable use policies, codes of ethics, and their role in a business environment.

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 offered for 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
 USB Flash Drive
 Wired Earbuds or Headphones