BUSINESS SOFTWARE APPLICATIONS I

Why BSA I?

- Microsoft Office Certifications
- College and Career Ready Indicator
- DECA

SUPPLIES

Required:

- Folder with Paper
  *Can be shared with another class
- Pencils
- Pens (Blue/Black Ink)
- Highlighters
- Positive Attitude

Optional Needed:

- Kleenex
- Hand Sanitizer
- Paper Towels

RESOURCES

- Google
- Microsoft 2019
- Schoology
- OpenTimeClock
- ClassEquity
- Certiport
- GMetrix
- Typing.com

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.

This course is a foundational course with no prerequisite required.

PROGRAM GOAL OF THE BUSINESS MANAGEMENT AND ADMINISTRATION / MARKETING DEPARTMENT

The goal of the Business Management & Administration/Marketing department is to prepare students to be competent in the area of business/marketing by functioning in a technological society. Students who complete sequenced courses will be able to obtain entry-level positions in areas of business such as administrative support, human resources, operations, management, business information, office technology, and more.

STUDENT EVALUATION

The use of various procedures ensures that students of all abilities can be successful. Any student who is having difficulty should notify the instructor immediately. Students and parents may access PowerSchool to see students grades at any time.

Evaluation Criteria	Method of Evaluation	% of Grade
Assessments	Tests, projects, etc.	55%
Daily Activities	Weekly assignments including notes, vocabulary, classwork, etc.	35%
Employability Skills	Work ethic in the classroom, clocking in for class, bellringers, Typing.com, etc.	10%

The grading system above calculates to be 75% of the student's grade.
The 9 Weeks/Final Exam are weighted to be the remaining 25% of the student's grade.

GRADING SCALE

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

ATTENDANCE

The attendance policy is outlined in the Clarke County High School Student Handbook and Code of Conduct. Make-up work must be completed and returned within 5 days of the student's return to class, as stated in the handbook.

ATTENDANCE MATTERS.
ALL DAY, EVERY DAY

MICROSOFT OFFICE SPECIALIST CERTIFICATIONS

Students will have the opportunity to receive multiple certifications in the Microsoft Office Specialist program. Certifications offered include:

CAREER TECHNICAL STUDENT ORGANIZATION (CTSO)

Career and technical student organizations (CTSO) are integral, co-curricular 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.

DECA

MISSION STATEMENT

DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management in high schools and colleges around the globe.

**DUES:** $20 per year (includes National, State, and Local Dues)

WHY DECA? Chapter Campaigns, Travel Opportunities, Competitive Events, **AND MUCH MORE!**
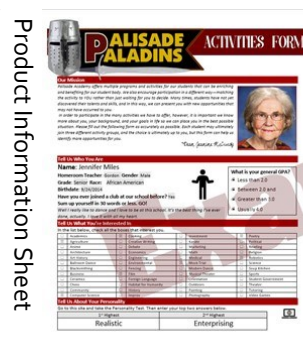
CULMINATING PRODUCT

Students will create a portfolio showcasing work samples from Microsoft Word and Microsoft PowerPoint including newsletters, programs, event flyers, information sheets, research papers, and more. Below are just some of the examples of work that will be completed in the course.
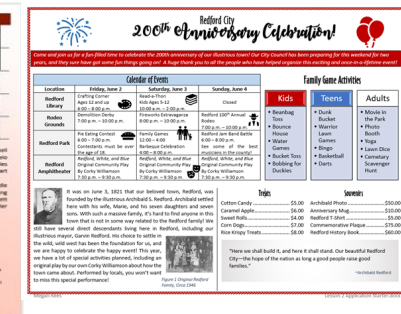
Newsletter

Program

Event Flyer

Product Information Sheet

Promotional Material

CLASSROOM MANAGEMENT PROCEDURES
DAILY EXPECTATIONS

1. Be on time. Anyone who is tardy must report to the office for a tardy slip.
2. Come to class prepared, ready to work, and actively participate everyday. Don't forget to clock-in!
3. Students should remain seated until the teacher has dismissed you. When dismissed, make sure your workstation is clean and your chair is completely pushed under your workstation.

CLASSROOM RULES

1. There should be no disruptive behavior during class.
2. All communication in class should remain professional—profanity, sexual remarks, and discouraging comments to other students will not be tolerated.
3. Any student caught cheating will receive a grade of zero as well as disciplinary action.
4. Your cell phone should only be used for educational purposes, with the teacher's permission. Distraction through use of a cell phone is not allowed.
   (See Mrs. Lowe's Electronic Device Policy on page 4 of the syllabus.)
5. Passes out of class are limited, just like time off in the workplace.

COMPUTER LAB RULES

All students must take and pass a classroom safety test with a grade of 100 as required by the Alabama State Department of Education. In addition, all students enrolled are expected to have read and abide by the guidelines set in place by the Clarke County Board of Education and Clarke County High School related to computer usage and behavior.

1. **Eating and drinking in the computer lab is a privilege. If it is abused, the class will go to eating and drinking being prohibited.**
2. Keep your workstation clean, neat and orderly — this includes clear of trash, no rolling around in the chairs, or moving chairs from station to station.
3. Do not change or attempt to change any settings on the computer. These setting are controlled by the Clarke County Board of Education.
4. Computer equipment should be treated with respect. Do not mark on any computer hardware, remove labels, modify settings, surf inappropriate sites, etc.
5. If there are problems with computer equipment, notify the teacher.
6. Students should never print without the teacher's permission.
7. All computer use must have an educational basis. There should be **no video games or YouTube videos** without the teacher's permission.
8. Never share your username or password. If you are locked out of an account, please let the teacher know.
9. Students should not touch other students computers—this includes shutting down, unplugging devices, etc.
10. At the end of class each day, students should always log out of their accounts.

CLASSROOM CONSEQUENCES

The infractions listed above as well as offenses listed in the handbook will typically be handled in the following manner but are subject to teacher discretion based on severity and number of occurrences: **1st offense—verbal warnings, 2nd offense—teacher interventions,** and **3rd offense—disciplinary referrals.**

COURSE OF STUDY CONTENT STANDARDS

BASIC COMPUTER
1. Utilize technology functions, including compressing files, converting files, importing files, exporting files, and transferring data among applications.
2. Diagnose problems relating to technology systems, including network systems, hardware, and software.

WORD PROCESSING
3. Create, manage, and navigate through a variety of business- and industry-appropriate documents using various data input techniques in word processing applications.
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
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.
9. Prepare publications for printing and sharing.

SPREADSHEETS
10. Create, manage, and navigate through industry-appropriate worksheets in spreadsheet applications.
11. Formulate and produce a variety of business applications using spreadsheet applications.

PRESENTATION SOFTWARE
12. Create and manage industry-appropriate slideshows using presentation software.
13. Create and deliver well-organized, audience-appropriate presentations for a variety of business situations.

DATABASE MANAGEMENT
14. Create and manage data using basic database applications.
15. Create tables, forms, reports, and queries for business and personal use, utilizing database software.

PRODUCTIVITY
16. Use technology to increase administrative office productivity and enhance workplace performance.
17. Explore the business applications of digital technology on the Internet.
18. Demonstrate ways to modify documents to be more accessible to people with disabilities.

ETHICS
19. Describe the importance of professional ethics and legal responsibilities in the workplace.

FOUNDATIONAL STANDARDS

Foundational standards, shown below, 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 to incorporated throughout the course.

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.

ESSENTIAL QUESTIONS

What criteria should be used in selecting hardware and software in various environments?
What steps should be taken to maintain a computer to keep it running effectively?
How can we create professional personal and business documents in a productive manner for a professional image?
Why is it important to understand word processing software and its abilities?
How can we produce efficient work in a timely manner by using word processing software?
How to properly create multiple publication design and graphic design elements and documents in an organized and timely manner?
How will we be able to organize, input and simplify data in spreadsheet applications that are used in a business setting?
How can we create an informative and aesthetic pleasing presentation using presentation software? Why is that important?
How do database applications organize data and data entry that is commonly used in a personal and business setting?
What skills are important in the workplace regarding productivity?
How do emerging technologies and innovations affect your cultural, social, environmental, and political life?

MRS. LOWE'S ELECTRONIC DEVICES POLICY

You are enrolled in the Management/Marketing program and will be given the opportunity to learn to use electronic devices in the classroom just how they should be used in the workplace—in a PROFESSIONAL manner. Electronic devices are used in some capacity in workplace settings, however, they must never be a distraction from your work. Utilizing electronic devices in the classroom is a privilege that comes with expectations, rules, and consequences. Electronic devices refers to cell phones, smart-watches, earbuds/headphones/AirPods, and school Chromebooks.

Cell phones and AirPods should be out-of-sight/out-of-mind or placed in the charging pouch station at the beginning of each class block.

Once instruction time has ended and you are able to retrieve your devices, the following policies apply:

1. Phones should **NEVER** be in use while teacher is talking and giving instruction.
2. Calling/receiving calls or using FaceTime in class is **STRICTLY** prohibited.
3. Taking pictures and/or videos, Snapchat, TikTok, etc. is not allowed unless it is for a class activity, with teacher permission.
4. Gaming devices/systems/remotes are not allowed.
5. No headphones, earbuds or AirPods should be on/in your ears, unless the teacher has given permission.
6. When permitted to listen to music, sound must be at an appropriate level so others can not hear. No singing and dancing.
7. If you need to charge your devices, **NEVER** plug them into the computer or surge protectors. Only the charging pouch station may be used.

CONSEQUENCES FOR MISUSE

Should a student violate the expectations listed above or engage in activities that are inappropriate for electronic device use in the classroom **the teacher will send the device to the office for the student or parent to retrieve.**

Additionally, the teacher reserves the right to ban any students from usage of electronics in class at any time should the misuse be a continuous distraction or overwhelmingly inappropriate.

EMBEDDED NUMERACY & LITERACY

Embedded Numeracy Anchor Statement (reference QPI 2.2): Improve student mathematical skills in a Project-Based Learning environment through technical related activities that prepares students for successful transition into a high demand-high wage occupation in the 21st century workforce.
Example: Students work with math formulas and functions, charting data, and more in Microsoft Office.

Embedded Literacy Anchor Statement (reference QPI 2.3): Improve the reading, writing, and comprehension skills in a Project-Based Learning environment through technical related activities that prepares students for a successful transition into a high demand high-wage occupation in the 21st century workforce.
Example: Students work to create documents including data entry and design skills in Microsoft Office.

CTE DUAL ENROLLMENT/ARTICULATED CREDIT

CTE dual enrollment and/or articulated credit opportunities available to students through Coastal Alabama Community College.

PHILOSOPHY STATEMENT

The Clarke County Board of Education and the Career/Technical Educators believe that:
- Career/technical education should provide to your youth an opportunity to acquire marketable job skills, occupational knowledge, positive attitudes for entering and continuing in satisfying and productive work of their choice and abilities; and
- Career/technical education is vital to the State of Alabama and essential to the economy because it develops in the individual a belief in the dignity of work, pride in accomplishment and a desire to learn; and
- Career/technical education is an integral part of, and makes a significant contribution to the total education process. This process includes vocational guidance and counseling in connection with such training or for the purpose of facilitating occupational choices and job placement.

It is the official policy of the Clarke County Board of Education that no person shall, on the grounds of race, color, handicap, sex, religion, creed, national origin, or age, be excluded form participation in, be denied the benefits of, or be subject to discrimination under any program, activity, or employment.

ELECTRONIC DEVICE STUDENT AGREEMENT

By initialing below you are stating that you have reviewed and understand Mrs. Lowe's rules specifically related to the usage of electronic devices in the classroom.

- I understand that my priority in this class is always my schoolwork.
  Initial here: _____

- I understand that I am expected to keep my electronic devices out-of-sight/out-of-mind or placed in the charging station pockets at the beginning of each class block.
  Initial here: _____

- I understand that if I am violating the expectations regarding electronic devices, I am affecting my employability skills grade and my devices taken up and could lose my privileges all together.
  Initial here: _____

CONFIRMATION OF SYLLABUS

By signing this agreement you are stating that you have received a copy of the syllabus for the Business Management & Administration/Marketing program at Clarke County High School. Please review this document, sign, date, and return this as evidence that you are familiar with the class, rules, and expectations.

_____

Printed Name of Student

_____   _____

Signature of Student   **Date**