



## BUSINESS SOFTWARE APPLICATION II

### Business, Management & Administration/Information Technology

### Saraland High School

#### Instructor Information

**Mrs. Jennifer Cunningham**

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B.S. Human Resource Management – University of Faulkner

M.S Management- University of Faulkner

Teacher Certification – Athens State

Microsoft Office Specialist

**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. **PREREQUISITE:** Business Technology Applications, Business Software Application I or pre-test

**CTSO:** Performance and production skills for the co-curricular student organization, FBLA-High School are embedded in this course. These student organizations enhance classroom instruction, develop leadership skills, and provide opportunities for professional growth and service. Local, State and National dues are \$20 per year.

#### **COURSE GOALS:**

- ✓ 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. <sup>Ⓐ</sup>
- ✓ Explore the range of careers available in the field and investigate their educational requirements, and
- ✓ demonstrate job-seeking skills including resume-writing and interviewing. <sup>Ⓐ</sup>
- ✓ Advocate and practice safe, legal, responsible, and ethical use of information and technology tools specific to the industry pathway. <sup>Ⓐ</sup>
- ✓ Participate in a Career and Technical Student Organization (CTSO) to increase knowledge and skills and to enhance leadership and teamwork. <sup>Ⓐ</sup>
- ✓ Discuss and demonstrate ways to value diversity. <sup>Ⓐ</sup>
- ✓ 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.
- ✓ Apply advanced conditional formatting and filtering to workbooks using spreadsheet software. <sup>Σ</sup>
- ✓ Create advanced workbook formulas using spreadsheet software. <sup>Σ</sup>
- ✓ Apply functions in formulas by performing logical operations including AND, OR, NOT, and nested. <sup>Σ</sup>
- ✓ Create advanced charts and tables with workbook data in spreadsheet software. <sup>Σ</sup>
- ✓ Add trendlines to charts and create dual-axis charts. <sup>Σ</sup>
- ✓ Build tables using database software.
- ✓ Create and manage database forms.
- ✓ Create database reports. <sup>Σ</sup>
- ✓ Utilize digital technology applications on the Internet for business, personal, and educational uses. <sup>Ⓐ</sup>
- ✓ Devise and apply methods of modifying documents to be more accessible to people with disabilities.

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<sup>Σ</sup> Embedded Numeracy

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<sup>Ⓐ</sup> Embedded Literacy

## CREDENTIAL(S)

Students will have the opportunity to receive industry recognized Certifications in Microsoft Office Specialist Products including an Expert Certification in Microsoft Office. Students that earn the Associate level (Word, PowerPoint, & Excel) can purchase a cord for \$10 to be worn at graduation. Students that achieve Expert level and are in good standing, will receive a cord their senior year to be worn at graduation ceremonies. A student must pass two MOS test to receive Career Readiness Indicator status.

**COURSE FEE:** The Business Software Applications Class is a member of the Microsoft IT Academy. Students are given limited opportunities to take Certification test. Students are also given printing privileges with all schoolwork. The fee is **only \$25**, and it should be paid in the first two weeks of this course.

**Students that cannot pay their fee by this time, should submit in writing their intention of paying their fee to Mrs. Cunningham.** Fees can be paid online through PayPams, ([www.shspartans.com](http://www.shspartans.com)) please print out receipt or email Mrs. Cunningham a copy to [jcunningham@saralandboe.org](mailto:jcunningham@saralandboe.org).

**ASSESSMENT/GRADING PROCEDURES:** The use of various procedures ensures that students of all abilities can be successful. Several project-based activities will be done.

### ASSESSMENT PROCEDURES:

- |   |                                     |
|---|-------------------------------------|
| ▪ GMetrix Practicing Software                     | ▪ Culminating Projects              |
| ▪ MOS Certification Tests (Word, Excel, & Access) | ▪ Online Portfolio/LinkedIn Project |
|   | ▪ Vocabulary Quizzes & Unit Test    |

### Classwork of the Quarter Grade

Standard Base Assessments....60%  
Formative Activities.....40%

### Grading Scale

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	E

## THIS DOCUMENT WILL BE KEPT IN YOUR BINDER!

### BSA II Syllabus/Course Description and Expectations

I have read the BSA II syllabus/course description and success guide. I understand that I am expected to fulfill all the requirements of the course and act appropriately in class. I will be given a warning and then expect to be sent to the administration in charge of discipline if I cannot follow rules and expectations. I will use time wisely and attempt the coursework to be successful in this class. I will respect everyone in the class.

Student's Name \_\_\_\_\_ Period \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

I have read the BSA II syllabus/course description and success guide. I understand as parent of the above-named student, I will expect my child to fulfill the requirements of this course. I can expect the faculty and staff of SHS to treat my child with respect and expect my child to treat the faculty and staff in the same manner.

Parent's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_