



Course Syllabus

SURVEY OF BUSINESS

Code:	49212V	NCAA Approval:	No
Level:	High School	QM Certified:	No
Duration/Credit:	1.0 Credit/Year	Textbook:	None
Prerequisites:	None	Materials:	Resources and Materials
Standards:	Survey of Business Standards	Technology:	VA Technology Requirements
Pacing Guide	49212V Survey of Business S... 49212V Survey of Business S...	Alignment Matrix:	Alignment Matrix

Course Introduction

Watch the [course introduction video](#) or read the [video transcript](#) for a brief introduction to the course.

Course Description

Survey of Business is designed to introduce students to business and marketing programs of study and related technology to help students succeed in business and marketing careers. Using industry-recognized software, students will focus on skills in word processing, spreadsheets, databases, presentations, and cloud computing as they relate to business and marketing careers. This course will focus on the skills needed to obtain Microsoft Office Specialist (MOS) certifications.

Course Level Objectives

The objectives for this course include the following:

- Determine and discuss the value of professionalism and involvement in professional, academic, and leadership activities, and identify the career clusters related to business and marketing.
- Understand computer hardware and software, and demonstrate safe online behavior.
- Demonstrate effective use of word processing software to develop the skills needed to create business documents.
- Demonstrate effective use of spreadsheet software.
- Demonstrate effective use of database software.
- Demonstrate effective use of organizational and communication software.
- Demonstrate effective use of presentation software.
- Demonstrate effective use of cloud computing.

Course Participation Information

There are other pieces of important information about your participation in a Virtual Arkansas course. This information can be found in your course in the Virtual Arkansas Program Syllabus.