



# Advanced Business Computer Applications

Career Cluster	Business Management and Administration
Course Code	10049
Prerequisite(s)	Business Computer Applications
Credit	0.5
Program of Study and Sequence	Foundations of Technology – Business Computer Applications – <b>Advanced Business Computer Applications</b> – Dual Enrollment or Capstone Experience
Student Organization	Future Business Leaders of America (FBLA) and DECA
Coordinating Work-Based Learning	Guest speakers, job shadowing
Industry Certifications	Microsoft Office Specialist (MOS) Expert Microsoft Office Specialist Master (optional)
Dual Credit or Dual Enrollment	NA
Teacher Certification	Business Management & Administration Cluster Endorsement; Business Marketing & Management Pathway Endorsement; Marketing Cluster Endorsement; Sales, Merchandising & Marketing Research Support Pathway Endorsement; K-12 Classroom Technology; *Business Education; *K-12 Educational Technology
Resources	Certiport.com, Microsoft Office

## Course Description:

Advanced Business Computer Applications focuses on integrating computer technology with decision-making and problem solving skills. Areas of instruction include expert level applications in word processing and spreadsheet software that prepare students for MOS Expert industry certifications.

## Program of Study Application

Advanced Business Computer Applications is a Pathway Course in the Business Management and Administration cluster, Administrative Support pathway. This course would follow the Advanced Computer Applications course and leads to a Capstone Experience.

**Course Standards**

**ECA 1 Students will be able to produce word processing documents implementing expert level features.**

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level Two: Skill/Concept	ECA 1.1 Manage document options and settings <ul style="list-style-type: none"> <li>• Manage Documents and Templates</li> <li>• Prepare Documents for Review</li> <li>• Manage Document Changes</li> </ul>	MOS <b>Word Expert</b> Certification Exam Objectives: <a href="https://www.certiport.com/portal/common/documentlibrary/MOS_OD_Datasheet_Word_EXPERT_2016_020916NB.pdf">https://www.certiport.com/portal/common/documentlibrary/MOS_OD_Datasheet_Word_EXPERT_2016_020916NB.pdf</a>
Level Two: Skill/Concept	ECA 1.2 Design advanced documents <ul style="list-style-type: none"> <li>• Perform Advanced Editing and Formatting</li> <li>• Create Styles</li> </ul>	See above
Level Three: Strategic Thinking	ECA 1.3 Create advanced references <ul style="list-style-type: none"> <li>• Create and Manage Indexes</li> <li>• Create and Manage References</li> <li>• Manage Forms, Fields, and Mail Merge Operations</li> </ul>	See above
Level Four: Extended Thinking	ECA 1.4 Create custom word elements <ul style="list-style-type: none"> <li>• Create and Modify Building Blocks, Macros, and Controls</li> <li>• Create Custom Style Sets and Templates</li> <li>• Prepare a document for Internationalization and Accessibility</li> </ul>	See above

**Notes:** Based on MOS Certifications for Office 2016 or as revised

**ECA 2 Students will be able to produce spreadsheets implementing expert level features.**

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level Two: Skill/Concept	ECA 2.1 Manage workbook options and settings <ul style="list-style-type: none"> <li>• Manage Workbooks</li> <li>• Manage Workbook Review</li> </ul>	MOS <b>Excel Expert</b> Certification Exam Objectives: <a href="https://www.certiport.com/portal/common/documentlibrary/MOS_OD_Datasheet_Excel_EXPERT_2016_020916NB.pdf">https://www.certiport.com/portal/common/documentlibrary/MOS_OD_Datasheet_Excel_EXPERT_2016_020916NB.pdf</a>
Level Two: Skill/Concept	ECA 2.2 Apply custom data formats and layouts <ul style="list-style-type: none"> <li>• Apply Custom Data Formats and Validation</li> <li>• Apply Advanced Conditional Formatting and Filtering</li> <li>• Create and Modify Custom Workbook Elements</li> <li>• Prepare a Workbook for Internationalization</li> </ul>	See above
Level Three: Strategic Thinking	ECA 2.3 Create advanced formulas <ul style="list-style-type: none"> <li>• Apply Functions in Formulas</li> <li>• Look up data by using Functions</li> <li>• Apply Advanced Date and Time Functions</li> <li>• Perform Data Analysis and Business Intelligence</li> <li>• Troubleshoot Formulas</li> <li>• Define Named Ranges and Objects</li> </ul>	See above
Level Three: Strategic Thinking	ECA 2.4 Create advanced charts and tables <ul style="list-style-type: none"> <li>• Create Advanced Charts</li> <li>• Create and Manage PivotTables</li> <li>• Create and Manage Pivot Charts</li> </ul>	See above

**Notes**

**ECA 3 Explore relevant factors that impact success and satisfaction in MOS-related careers.**

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level Two: Skill/Concept	<p>ECA 3.1 Compare and contrast characteristics of MOS-related careers</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Research the geographic demands/limitations for careers of interest</li> <li>• Identify work schedules, organizational cultures, and workplace environments typical of various careers (e.g., work-from-home, shift work, travel, customer interaction, etc.)</li> <li>• Investigate opportunities for career advancement</li> </ul>	
Level Two: Skill/Concept	<p>ECA 3.2 Compare and contrast education/training requirements for employment in MOS-related careers</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Identify skill requirements and expectations for a license or certification</li> <li>• Compare and contrast time commitments required for different education/training options (e.g., military, technical school, university, on-the-job-training, apprenticeship, etc.)</li> <li>• Compare and contrast costs required for different education/training options (e.g., military, technical school, university, on-the-job-training, apprenticeship, etc.)</li> </ul>	
Level Four: Extended Thinking	<p>ECA 3.3 Investigate and make connections to relevant MOS-related careers</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Connect with local businesses</li> <li>• Connect with post-high school resources</li> <li>• Identify and grow personal network strengths</li> <li>• Tour local businesses or take a field trip to a technical school or university</li> </ul>	

**Notes**