

***CTE Standards Unpacking***  
***Advanced Business Computer Applications***

**Course:** Advanced Business Computer Applications

**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.

**Career Cluster:** Business Management and Administration

**Prerequisites:** Business Computer Applications

**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.

<b>INDICATOR #ECA 1: Students will be able to produce word processing documents implementing expert level features.</b>		
<b>SUB-INDICATOR 1.1 (Webb Level: 2 Skill/Concept):</b> Manage document options and settings		
<b>SUB-INDICATOR 1.2 (Webb Level: 2 Skill/Concept):</b> Design advanced documents		
<b>SUB-INDICATOR 1.3 (Webb Level: 3 Strategic Thinking):</b> Create advanced references		
<b>SUB-INDICATOR 1.4 (Webb Level: 4 Extended Thinking):</b> Create custom word elements		
<b>Knowledge (Factual):</b>	<b>Understand (Conceptual):</b>	<b>Do (Application):</b>
<b>Benchmarks:</b> <i>Students will be assessed on their ability to:</i>		
<b><i>Academic Connections</i></b>		
<b>ELA Literacy and/or Math Standard (if applicable, Science and/or Social Studies Standard):</b>	<b>Sample Performance Task Aligned to the Academic Standard(s):</b>	

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

**SUB-INDICATOR 2.1 (Webb Level: 2 Skill/Concept):** Manage workbook options and settings

**SUB-INDICATOR 2.2 (Webb Level: 2 Skill/Concept):** Apply custom data formats and layouts

**SUB-INDICATOR 2.3 (Webb Level: 3 Strategic Thinking):** Create advanced formulas

**SUB-INDICATOR 2.4 (Webb Level: 3 Strategic Thinking):** Create advanced charts and tables

<b>Knowledge (Factual):</b>	<b>Understand (Conceptual):</b>	<b>Do (Application):</b>

**Benchmarks:**  
*Students will be assessed on their ability to:*

**Academic Connections**

<b>ELA Literacy and/or Math Standard (if applicable, Science and/or Social Studies Standard):</b>	<b>Sample Performance Task Aligned to the Academic Standard(s):</b>

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

<b><i>SUB-INDICATOR 3.1 (Webb Level: 2 Skill/Concept):</i></b> Compare and contrast characteristics of MOS-related careers		
<b><i>SUB-INDICATOR 3.1 (Webb Level: 2 Skill/Concept):</i></b> Compare and contrast education/training requirements for employment in MOS-related careers		
<b><i>SUB-INDICATOR 3.3 (Webb Level: 4 Extended Thinking):</i></b> Investigate and make connections to relevant MOS-related careers		
<b>Knowledge (Factual):</b>	<b>Understand (Conceptual):</b>	<b>Do (Application):</b>
<b>Benchmarks:</b> <i>Students will be assessed on their ability to:</i>		
<b><i>Academic Connections</i></b>		
<b>ELA Literacy and/or Math Standard (if applicable, Science and/or Social Studies Standard):</b>	<b>Sample Performance Task Aligned to the Academic Standard(s):</b>	

**Additional Resources**

Please list any resources (e.g., websites, teaching guides, etc.) that would help teachers as they plan to teach these new standards.