

CTE Standards Unpacking
Business Computer Applications

Course: Business Computer Applications

Course Description: Business Computer Applications focuses on integrating computer technology with decision-making and problem solving skills. Areas of instruction include advanced applications in word processing, spreadsheets, presentation and database software that prepare students for industry standard certifications.

Career Cluster: Business Management and Administration

Prerequisites: Recommended - Foundations of Technology

Program of Study Application: Business Computer Applications is a Pathway Course in the Business Management and Administration cluster, Administrative Support and Business Information Management Pathways. This course would follow the Foundations of Technology course and lead into the Expert Computer Applications course.

INDICATOR #ACA 1: Students will be able to produce word processing documents using a variety of advanced features.		
SUB-INDICATOR 1.1 (Webb Level: 2 Skill/Concept): Create and manage documents		
SUB-INDICATOR 1.2 (Webb Level: 2 Skill/Concept): Format text, paragraphs, and sections		
SUB-INDICATOR 1.3 (Webb Level: 2 Skill/Concept): Create tables and lists		
SUB-INDICATOR 1.4 (Webb Level: 2 Skill/Concept): Create and manage references		
SUB-INDICATOR 1.5 (Webb Level: 2 Skill/Concept): Insert and format graphic elements		
Knowledge (Factual):	Understand (Conceptual):	Do (Application):
Benchmarks: <i>Students will be assessed on their ability to:</i>		
Academic Connections		
ELA Literacy and/or Math Standard (if applicable, Science and/or Social Studies Standard):	Sample Performance Task Aligned to the Academic Standard(s):	

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INDICATOR #ACA 2: Students will be able to produce spreadsheets using a variety of advanced features.

SUB-INDICATOR 2.1 (Webb Level: 2 Skill/Concept): Create and manage worksheets and workbooks

SUB-INDICATOR 2.2 (Webb Level: 2 Skill/Concept): Manage data cells and ranges

SUB-INDICATOR 2.3 (Webb Level: 2 Skill/Concept): Create tables

SUB-INDICATOR 2.4 (Webb Level: 2 Skill/Concept): Perform operations with formulas and functions

SUB-INDICATOR 2.5 (Webb Level: 2 Skill/Concept): Create charts and objects

Knowledge (Factual):	Understand (Conceptual):	Do (Application):

Benchmarks:
Students will be assessed on their ability to:

Academic Connections

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

INDICATOR #ACA 3: Students will be able to produce professional

presentations using a variety of advanced features.		
<i>SUB-INDICATOR 3.1 (Webb Level: 2 Skill/Concept): Create and manage presentations</i>		
<i>SUB-INDICATOR 3.2 (Webb Level: 2 Skill/Concept): Insert and format text, shapes and images</i>		
<i>SUB-INDICATOR 3.3 (Webb Level: 2 Skill/Concept): Insert tables, charts, SmartArt and media</i>		
<i>SUB-INDICATOR 3.4 (Webb Level: 2 Skill/Concept): Apply transitions and animations</i>		
<i>SUB-INDICATOR 3.5 (Webb Level: 2 Skill/Concept): Manage multiple presentations</i>		
Knowledge (Factual):	Understand (Conceptual):	Do (Application):
Benchmarks: <i>Students will be assessed on their ability to:</i>		
<i>Academic Connections</i>		
ELA Literacy and/or Math Standard (if applicable, Science and/or Social Studies Standard):	Sample Performance Task Aligned to the Academic Standard(s):	

INDICATOR #ACA 4: Students will be able to produce databases using a variety of advanced features.
<i>SUB-INDICATOR 4.1 (Webb Level: 2 Skill/Concept): Create and manage a database</i>
<i>SUB-INDICATOR 4.2 (Webb Level: 2 Skill/Concept): Build tables</i>
<i>SUB-INDICATOR 4.3 (Webb Level: 2 Skill/Concept): Create queries</i>
<i>SUB-INDICATOR 4.4 (Webb Level: 2 Skill/Concept): Create forms</i>

SUB-INDICATOR 4.5 (Webb Level: 2 Skill/Concept): Create reports		
Knowledge (Factual):	Understand (Conceptual):	Do (Application):
Benchmarks: <i>Students will be assessed on their ability to:</i>		
<i>Academic Connections</i>		
ELA Literacy and/or Math Standard (if applicable, Science and/or Social Studies Standard):	Sample Performance Task Aligned to the Academic Standard(s):	

INDICATOR #ACA 5: Students will be able to identify a variety of employment opportunities based on individual certifications.		
SUB-INDICATOR 5.1 (Webb Level: 1 Recall): Identify employment opportunities based on certification		
Knowledge (Factual):	Understand (Conceptual):	Do (Application):
Benchmarks: <i>Students will be assessed on their ability to:</i>		

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

Additional Resources

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