Business Computer Applications

Career Cluster	Business Management and Administration
Course Code	10005
Prerequisite(s)	Recommended – Workplace Technology Skills
Credit	0.5 to 1.0
Program of Study and Sequence	Workplace Technology Skills– **Business Computer Applications** – Advanced Business Computer Applications or Dual Enrollment
Student Organization	Future Business Leaders of America (FBLA) and DECA
Coordinating Work-Based Learning	Teacher Demonstrations, Collaborative Instruction, Peer Teacher, School and Community Projects, Online Resources/Tutorials
Industry Certifications	Microsoft Office Specialist (MOS)
Dual Credit or Dual Enrollment	See: https://sdmylife.com/images/Approved-CTE-Dual-Credit.pdf
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 Suite, Google Suite

Course Description

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

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.

Course Standards

ACA 1: Students will be able to manage an email system using a variety of features.

Webb Level	Sub-indicator
Two Skill/Concept	ACA 1.1 Identify the role an email system plays in an organization and with information security. ● Compare and contrast personal and professional email usage ● Understand company policy and procedure around the use of technology and email systems
Two Skill/Concept	ACA 1.2 Create and manage a contact list. ● Create individual contacts ● Create groups ● Manage contacts within your organizations
Two Skill/Concept	ACA 1.3 Organize and manage folders within the email system. ● Create individual folders ● Organize and manage folders
Two Skill/Concept	ACA 1.4 Manage the calendar function within the email system. ● Schedule meetings with invited participants ● Establish a personal schedule within the calendar function ● Compare and contrast various aspects of calendar invites e.g. accept, decline, propose new time, etc.

ACA 2: Students will be able to implement file management using a variety of methods.

Webb Level	Sub-indicator
Two Skill/Concept	2.1 Compare and contrast options available in file management. ● Identify file saving locations and pros and cons of each ● Demonstrate saving files in cloud systems ● Demonstrate saving files in network systems ● Demonstrate saving files on a hard drive
Two Skill/Concept	2.2 Utilize collaboration in file management. ● Identify shared drives and folders ● Create and utilize shared folders

ACA 3: Students will be able to produce word processing documents using a variety of features.

Webb Level	Sub-indicator
Two Skill/Concept	ACA 3.1 Create and manage documents. ● Create a document ● Navigate through a document ● Format a document ● Customize options and views for documents ● Print and save documents
Two Skill/Concept	ACA 3.2 Format text, paragraphs, and sections. ● Insert text and paragraphs ● Format text and paragraphs ● Order and group text and paragraphs

Two Skill/Concept	ACA 3.3 Create tables and lists.
	● Create a table
	● Modify a table
	● Create and modify a list
Two Skill/Concept	ACA 3.4 Create and manage references.
	● Create and manage reference markers
	● Create and manage simple references
Two Skill/Concept	ACA 3.5 Insert and format graphic elements.
	● Insert graphic elements
	● Format graphic elements
	● Insert and format SmartArt graphics

ACA 4: Students will be able to produce spreadsheets using a variety of features.

Webb Level	*Sub-indicator*
Two Skill/Concept	ACA 4.1 Create and manage worksheets and workbooks.
	● Create worksheets and workbooks
	● Navigate in worksheets and workbooks
	● Format worksheets and workbooks
	● Customize options and views for worksheets and workbooks
	● Configure worksheets and workbooks for distribution
Two Skill/Concept	ACA 4.2 Manage data cells and ranges.
	● Insert data in cells and ranges
	● Format cells and ranges
	● Summarize and organize data
Two Skill/Concept	ACA 4.3 Create tables.
	● Create and manage tables
	● Manage table styles and options
	● Filter and sort a table
Two Skill/Concept	ACA 4.4 Perform operations with formulas and functions.
	● Demonstrate use of formulas
	● Summarize data by using functions
	● Perform conditional operations by using functions
	● Format and modify text by using functions
Two Skill/Concept	ACA 4.5 Create charts and objects.
	● Create charts
	● Format charts
	● Insert and format objects

ACA 5: Students will be able to produce professional presentations using a variety of features.

Webb Level	*Sub-indicator*
Two Skill/Concept	ACA 5.1 Create and manage presentations.
	● Create presentations
	● Insert and format slides
	● Modify slides, handouts, and notes
	● Order and group slides

	● Change presentation options and views ● Configure a presentation for print ● Configure and present a slide show ● Merge content from multiple presentations into one final presentation
Two Skill/Concept	ACA 5.2 Insert and format text, shapes and images. ● Insert and format text ● Insert and format shapes and text boxes ● Insert and format images ● Order and group objects
Two Skill/Concept	ACA 5.3 Insert tables, charts, SmartArt and media. ● Insert and format tables ● Insert and format charts ● Insert and format SmartArt graphics ● Insert and manage media ● Embed and link media
Two Skill/Concept	ACA 5.4 Apply transitions and animations. ● Apply slide transitions ● Animate slide content ● Set timing for transitions and animations

ACA 6: Students will be able to produce databases using a variety of features.

Webb Level	*Sub-indicator*
Two Skill/Concept	ACA 6.1 Create and manage a database. ● Understand the components of a database ● Create and modify databases ● Manage relationships and keys ● Navigate through a database ● Protect and maintain databases ● Print and export data
Two Skill/Concept	ACA 6.2 Build tables. ● Create tables ● Manage tables ● Manage records in tables ● Create and modify fields
Two Skill/Concept	ACA 6.3 Create queries. ● Create calculated fields and grouping within queries
Two Skill/Concept	ACA 6.4 Create forms. ● Create a form ● Configure form controls ● Format a form
Two Skill/Concept	ACA 6.5 Create reports. ● Create a report ● Configure report controls ● Format a report
Two	ACA 6.6 Explore uses for database systems.

Skill/Concept	● Compare and contrast industry specific databases and/or models

ACA 7: Students will be able to identify a variety of employment opportunities that utilize computer applications.

Webb Level	Sub-indicator
One Recall	ACA 7.1 Identify employment opportunities.
Two Skill/Concept	ACA 7.2 Compare and the contrast the value of the industry certifications on employment in related industries.