Advanced Business Computer Applications

Career Cluster	Business Management and Administration
Course Code	10049
Prerequisite(s)	Business Computer Applications
Credit	0.5 to 1.0
Program of Study and Sequence	Workplace Technology - Business Computer Applications – **Advanced Business Computer Applications** – 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	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

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.

Webb Level	Sub-indicator
Two Skill/Concept	ECA 1.1 Manage document options and settings. ● Manage documents and templates ● Prepare documents for review ● Manage document changes
Two Skill/Concept	ECA 1.2 Design advanced documents. ● Perform advanced editing and formatting ● Create styles
Three Strategic Thinking	ECA 1.3 Create advanced references. ● Create and manage indexes ● Create and manage references ● Manage forms, fields, and mail merge operations
Four Extended Thinking	ECA 1.4 Create custom word elements. ● Create and modify building blocks, macros, and controls ● Create custom style sets and templates ● Prepare a document for internationalization and accessibility

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

Webb Level	Sub-indicator
Two Skill/Concept	ECA 2.1 Manage workbook options and settings. ● Manage workbooks ● Manage workbook review
Two Skill/Concept	ECA 2.2 Apply custom data formats and layouts. ● Apply custom data formats and validation ● Apply advanced conditional formatting and filtering ● Create and modify custom workbook elements ● Prepare a workbook for internationalization
Three Strategic Thinking	ECA 2.3 Create advanced formulas. ● Apply functions in formulas ● Look up data by using functions ● Apply advanced date and time functions ● Perform data analysis and data mining ● Troubleshoot formulas ● Define named ranges and objects
Three Strategic Thinking	ECA 2.4 Create advanced charts and tables. ● Create advanced charts ● Create and manage PivotTables ● Create and manage PivotCharts

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

Webb Level	Sub-indicator
Two Skill/Concept	ECA 3.1 Compare and contrast characteristics of MOS-related careers. ● Research the geographic demands/limitations for careers of interest ● Identify work schedules, organizational cultures, and workplace environments typical of various careers (e.g., work-from-home, shift work, travel, customer interaction, etc.) ● Investigate opportunities for career advancement
Two Skill/Concept	ECA 3.2 Compare and contrast education/training requirements for employment in MOS-related careers. ● Identify skill requirements and expectations for a license or certification ● Compare and contrast time commitments required for different education/training options (e.g., military, technical college, university, on-the-job-training, apprenticeship, etc.) ● Compare and contrast costs required for different education/training options (e.g., military, technical college, university, on-the-job-training, apprenticeship, etc.) ● Tour local businesses or take a field trip to a technical college or university
Four Extended Thinking	ECA 3.3 Investigate and make connections to relevant MOS-related careers. ● Connect with local businesses ● Connect with post-high school resources ● Identify and grow personal network strengths ● Establish a personal network through LinkedIn or similar professional site