



# Business Computer Applications

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| Career Cluster                   | Business Management and Administration  |
| Course Code                      | 10005   |
| Prerequisite(s)                  | Recommended - Foundations of Technology   |
| Credit                           | 0.5   |
| Program of Study and Sequence    | Foundations of Technology – <b>Business Computer Applications</b> – 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   | 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:

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.

## 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 produce word processing documents using a variety of advanced features.**

| <i>Webb Level</i>           | <i>Sub-indicator</i>   | <i>Integrated Content</i>   |
|-----------------------------|--|---|
| Level Two:<br>Skill/Concept | ACA 1.1 Create and manage documents <ul style="list-style-type: none"> <li>• Create a Document</li> <li>• Navigate through a document</li> <li>• Format a Document</li> <li>• Customize Options and Views for Documents</li> <li>• Print and Save Documents</li> </ul> | <b>MOS Word Certification Exam Objectives:</b><br><a href="https://www.certiport.com/portal/common/documentlibrary/MOS_OD_Word_2016_020916NB.pdf">https://www.certiport.com/portal/common/documentlibrary/MOS_OD_Word_2016_020916NB.pdf</a> |
| Level Two:<br>Skill/Concept | ACA 1.2 Format text, paragraphs, and sections <ul style="list-style-type: none"> <li>• Insert Text and Paragraphs</li> <li>• Format Text and Paragraphs</li> <li>• Order and Group Text and Paragraphs</li> </ul>  | See above   |
| Level Two:<br>Skill/Concept | ACA 1.3 Create tables and lists <ul style="list-style-type: none"> <li>• Create a Table</li> <li>• Modify a Table</li> <li>• Create and Modify a List</li> </ul>   | See above   |
| Level Two:<br>Skill/Concept | ACA 1.4 Create and manage references <ul style="list-style-type: none"> <li>• Create and Manage Reference Markers</li> <li>• Create and Manage Simple References</li> </ul>  | See above   |
| Level Two:<br>Skill/Concept | ACA 1.5 Insert and format graphic elements <ul style="list-style-type: none"> <li>• Insert Graphic Elements</li> <li>• Format Graphic Elements</li> <li>• Insert and Format SmartArt Graphics</li> </ul>   | See above   |

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

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

| <i>Webb Level</i>           | <i>Sub-indicator</i>   | <i>Integrated Content</i>  |
|-----------------------------|--|--|
| Level Two:<br>Skill/Concept | ACA 2.1 Create and manage worksheets and workbooks <ul style="list-style-type: none"> <li>• Create Worksheets and Workbooks</li> <li>• Navigate in Worksheets and Workbooks</li> <li>• Format Worksheets and Workbooks</li> <li>• Customize Options and Views for Worksheets and Workbooks</li> <li>• Configure Worksheets and Workbooks for Distribution</li> </ul> | <b>MOS Excel Certification Exam Objectives:</b><br><a href="https://www.certiport.com/portal/common/documentlibrary/MOS_OD_Excel_2016_020916NB.pdf">https://www.certiport.com/portal/common/documentlibrary/MOS_OD_Excel_2016_020916NB.pdf</a> |
| Level Two:<br>Skill/Concept | ACA 2.2 Manage data cells and ranges <ul style="list-style-type: none"> <li>• Insert Data in Cells and Ranges</li> <li>• Format Cells and Ranges</li> <li>• Summarize and Organize Data</li> </ul>   | See above  |
| Level Two:<br>Skill/Concept | ACA 2.3 Create tables <ul style="list-style-type: none"> <li>• Create and Manage Tables</li> <li>• Manage Table Styles and Options</li> <li>• Filter and Sort a Table</li> </ul>   | See above  |
| Level Two:<br>Skill/Concept | ACA 2.4 Perform operations with formulas and functions <ul style="list-style-type: none"> <li>• Summarize Data by Using Functions</li> <li>• Perform Conditional Operations by using Functions</li> <li>• Format and Modify Text by using Functions</li> </ul>   | See above  |
| Level Two:<br>Skill/Concept | ACA 2.5 Create charts and objects <ul style="list-style-type: none"> <li>• Create Charts</li> <li>• Format Charts</li> <li>• Insert and Format Objects</li> </ul>  | See above  |

**Notes**

**ACA 3: Students will be able to produce professional presentations using a variety of advanced features.**

| <i>Webb Level</i>           | <i>Sub-indicator</i>   | <i>Integrated Content</i>   |
|-----------------------------|--|---|
| Level Two:<br>Skill/Concept | <p>ACA 3.1 Create and manage presentations</p> <ul style="list-style-type: none"> <li>• Create Presentations</li> <li>• Insert and Format Slides</li> <li>• Modify Slides, Handouts, and Notes</li> <li>• Order and Group Slides</li> <li>• Change Presentation Options and Views</li> <li>• Configure a Presentation for Print</li> <li>• Configure and Present a Slide Show</li> </ul> | <p><b>MOS PowerPoint</b><br/>Certification Exam<br/>Objectives:<br/><a href="https://www.certiport.com/portal/common/documentlibrary/MOS_OD_PowerPoint_2016_020916NB.pdf">https://www.certiport.com/portal/common/documentlibrary/MOS_OD_PowerPoint_2016_020916NB.pdf</a></p> <p>Professional Design Guidelines:<br/><a href="http://p2i.eval.org/wp-content/uploads/Slide-Design-Guidelines.pdf">http://p2i.eval.org/wp-content/uploads/Slide-Design-Guidelines.pdf</a></p> <p><a href="http://www.makeuseof.com/tag/10-tips-for-preparing-a-professional-presentation/">http://www.makeuseof.com/tag/10-tips-for-preparing-a-professional-presentation/</a></p> |
| Level Two:<br>Skill/Concept | <p>ACA 3.2 Insert and format text, shapes and images</p> <ul style="list-style-type: none"> <li>• Insert and Format Text</li> <li>• Insert and Format Shapes and Text Boxes</li> <li>• Insert and Format Images</li> <li>• Order and Group Objects</li> </ul>  | See above   |
| Level Two:<br>Skill/Concept | <p>ACA 3.3 Insert tables, charts, SmartArt and media</p> <ul style="list-style-type: none"> <li>• Insert and Format Tables</li> <li>• Insert and Format Charts</li> <li>• Insert and Format SmartArt graphics</li> <li>• Insert and Manage Media</li> </ul>  | See above   |

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| Level Two:<br>Skill/Concept | ACA 3.4 Apply transitions and animations <ul style="list-style-type: none"><li>• Apply Slide Transitions</li><li>• Animate Slide Content</li><li>• Set Timing for Transitions and Animations</li></ul> | See above |
| Level Two:<br>Skill/Concept | ACA 3.5 Manage multiple presentations <ul style="list-style-type: none"><li>• Merge Content from Multiple Presentations</li><li>• Finalize Presentations</li></ul>                                     | See above |

**Notes**

**ACA 4: Students will be able to produce databases using a variety of advanced features.**

| <i>Webb Level</i>           | <i>Sub-indicator</i>  | <i>Integrated Content</i>  |
|-----------------------------|---|--|
| Level Two:<br>Skill/Concept | ACA 4.1 Create and manage a database <ul style="list-style-type: none"> <li>• Create and Modify Databases</li> <li>• Manage Relationships and Keys</li> <li>• Navigate through a Database</li> <li>• Protect and Maintain Databases</li> <li>• Print and Export Data</li> </ul> | <b>MOS Access Certification Exam</b><br>Objectives:<br><a href="https://www.certiport.com/portal/common/documentlibrary/MOS_OD_Access_2016_020916NB.pdf">https://www.certiport.com/portal/common/documentlibrary/MOS_OD_Access_2016_020916NB.pdf</a> |
| Level Two:<br>Skill/Concept | ACA 4.2 Build tables <ul style="list-style-type: none"> <li>• Create Tables</li> <li>• Manage Tables</li> <li>• Manage Records in Tables</li> <li>• Create and Modify Fields</li> </ul>   | See above  |
| Level Two:<br>Skill/Concept | ACA 4.3 Create queries <ul style="list-style-type: none"> <li>• Create Calculated Fields and Grouping within Queries</li> </ul>   | See above  |
| Level Two:<br>Skill/Concept | ACA 4.4 Create forms <ul style="list-style-type: none"> <li>• Create a Form</li> <li>• Configure Form Controls</li> <li>• Format a Form</li> </ul>  | See above  |
| Level Two:<br>Skill/Concept | ACA 4.5 Create reports <ul style="list-style-type: none"> <li>• Create a Report</li> <li>• Configure Report Controls</li> <li>• Format a Report</li> </ul>  | See above  |

**Notes**

**ACA 5: Students will be able to identify a variety of employment opportunities based on individual certifications.**

| <i>Webb Level</i>                        | <i>Sub-indicator</i>   | <i>Integrated Content</i>   |
|--|--|---|
| Level One:<br>Recall and<br>Reproduction | ACA 5.1 Identify employment opportunities based on certification | Integrate throughout<br>the four individual<br>software application<br>certifications |

**Notes**