

# Computer Applications

Business

Grade(s) 9th - 12th, Duration 1 Year, 1 Credit  
Elective Course

## Course Overview

The students will build on skills in computer operation that were learned from keyboarding. Basic computer concepts are learned in Microsoft Excel, Word, PowerPoint & Access.

## Scope And Sequence

Timeframe	Unit	Instructional Topics
2 Week(s)	Basic Operations and Concepts	1. Use and Identify basic hardware/operating system devices
16 Week(s)	Spreadsheet Applications_Copy	1. Excel
8 Week(s)	Presentation Software	1. PowerPoint
8 Week(s)	Word Processing Applications	1. Microsoft Word 2. Tables
4 Week(s)	Database Applications_Copy	1. Microsoft Access

## Course Details

### Unit: Basic Operations and Concepts

Duration: 2 Week(s)

#### Unit Description

This unit is designed to introduce the student to system components such as hardware and basic operating procedures. Students will also learn how to login to the district network, create folders and save files.

#### Topic: Use and Identify basic hardware/operating system devices


Duration: 2 Week(s)

#### Topic Description (short)

Students will learn and identify the components of a personal computer.

#### Learning Targets

Apply appropriate startup and shut down procedures including standby, restart, and hibernation.

Learning Targets linked to Priority Standard = 

### Unit: Spreadsheet Applications\_Copy

Duration: 16 Week(s)

#### Unit Description

Students will use spreadsheet application software to create professional quality business documents.

#### Enduring Understandings (Knowledge & Skills)

What is a spreadsheet?

What are the fundamentals of creating an equation?

What process would you use to create charts and graphs using spreadsheet application software?

#### Academic Vocabulary

button  
cell  
cell reference  
command  
dialog box  
folder  
formula  
formula bar  
group  
quick access toolbar  
ribbon  
screentip  
sheet tab  
spreadsheet  
tab  
title bar  
workbook  
worksheet  
Autosum  
Average  
budget  
cell content

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clear  
clipboard  
copy  
cut  
edit  
fill handle  
function  
hyperlink  
Max  
Min  
paste  
background  
border  
cell style  
delimiter  
font  
font style  
graphical list  
horizontal alignment  
smartart  
table style  
theme  
vertical alignment  
absolute reference  
chart  
condition  
count  
counta  
filter  
function  
IF  
mixed reference  
NOW  
operator  
PMT  
range  
relative reference  
sort  
footer  
freeze  
header  
landscape  
margin  
page break  
page orientation  
portrait  
print area  
split  
template

## Summative Assessment

Production Assignments  
Unit Exam

## Materials and Resources (optional)

Glencoe iCheck  
GCF Free Learning Website  
HUB Business Simulation

**Topic:** Excel

**Duration:** 8 Week(s)

## Learning Targets

Observations  
Socrative Review Quizzes  
Unit Exam  
Production Assignments

## Learning Targets


Students will demonstrate the correct use of spreadsheet terminology.  
Students will create, design, and edit spreadsheets using Microsoft Excel.

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Students will create basic formula with addition, subtraction, multiplication, and division.  
Students will format cell column and row contents (e.g., font, color, alignment, shading ,decimals, etc...)  
Students will format columns and rows.  
Students will use basic functions/formulas (e.g., auto sum, average, IF, pmt, Count, CountA, etc...).  
Students will create, format, and edit charts and graphs within a spreadsheet.  
Students will interpret and organize spreadsheet data (e.g., sort and filter).  
Students will integrate spreadsheets in other applications.  
Students will demonstrate the ability to use the protect and freeze features within a spreadsheet.  
Students will be able to use relative and absolute cell references when creating formulas.  
Students will be able to create and use named ranges in formulas.  
Students will be able to analyze spreadsheet data using "what if" scenarios.  
Students will be able to manipulate multiple worksheets within a workbook.

Learning Targets linked to Priority Standard = 

## Unit: Presentation Software

Duration: 8 Week(s)

### Unit Description

Students will use PowerPoint to create professional business presentations.

### Enduring Understandings (Knowledge & Skills)

What is a business presentation?  
How do you give a business presentation?  
Why is it important to present information visually and orally?

### Academic Vocabulary

button  
command  
cursor  
dialog box  
folder  
group  
placeholder  
presentation  
quick access toolbar  
ribbon  
screentip  
scroll bar  
slide  
status bar  
tab  
title bar  
chart  
clip art  
comment  
content  
contextual tab  
copy  
cut  
demote  
diagram  
markup  
paste  
promote  
table  
theme  
thesaurus  
wordart  
alignment  
animation scheme  
background  
color scheme  
fill color  
font  
font style  
format painter  
formatting  
gradient  
header

# Computer Applications

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Elective Course

landscape  
line color  
portrait  
rotate  
slide layout  
slide master  
transition  
typeface  
action button  
annotation  
compatibility checker  
grid  
guide  
hyperlink  
print preview  
snap  
timing

## Summative Assessment

Final Exam  
Production Assignment - Music Video

## Materials and Resources (optional)

Microsoft Office 365 and 2019

**Topic:** PowerPoint


**Duration:** 8 Week(s)

## Learning Targets

Final Exam  
Observations  
Daily Practice Problems  
Production Assignments

## Learning Targets

Students will demonstrate the correct use of presentation software terminology.  
Students will create, format, and edit presentations using Microsoft PowerPoint.  
Students will enhance presentations using sound, animations graphics, transitions, videos and hyperlinks.  
Students will apply design and layout principles to presentations.  
Students will deliver an oral presentation.  
Students will utilize proper presentation etiquette (e.g., number of bullets, lines, words, and notes).  
Students will create presentations that integrate input from various software applications.

Learning Targets linked to Priority Standard = 

## Unit: Word Processing Applications

**Duration:** 8 Week(s)

### Unit Description

Students will use Microsoft Word to create professional quality business documents.

### Enduring Understandings (Knowledge & Skills)

What makes a document difficult to read?  
Why is proofreading a business document important?  
What process would you use to create and format business documents (letters, memos, outlines, newsletters, reports, etc.) using Microsoft Word?  
How would you successfully mass mail a business document to potential clients?  
What process would you use to insert and manipulate graphics?  
What process would you use to create and format a table using word processing application software?

### Academic Vocabulary

button  
command  
cursor  
dialog box  
document  
edit  
folder  
group  
insertion point  
quick access toolbar  
ribbon  
screentip

# Computer Applications

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Elective Course

scroll bar  
status bar  
tab  
title bar  
alignment  
bullet  
bulleted list  
character  
font  
font style  
format painter  
formatting  
indent  
margin  
memo  
numbered list  
point  
quick styles  
scale  
style  
tab stop  
typeface  
autocorrect  
building blocks  
business letter  
clipboard  
content control  
copy  
cut  
drag  
paste  
quick part  
symbol  
thesaurus  
bibliography  
ednnote  
footer  
header  
outline view  
page reack  
report  
section  
section break  
table of contents  
word count  
cell  
chart  
clip art  
column  
column break  
diagram  
graphic  
newsletter  
shape  
sizing handle  
SmartArt  
style  
table  
textbox  
WordArt  
attachment  
backgroud  
combine  
comment  
data source  
hyperlink  
mail merge  
main document

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merge field  
page orientation  
track changes  
web browser  
web layout view

## Materials and Resources (optional)

Glencoe iCheck Series  
GCF Free Learning Website  
BE Publishing Office Specialist  
BE Publishing HUB Simulation

**Topic:** Microsoft Word


**Duration:** 8 Week(s)

## Learning Targets

Observations  
Socrative Review Quizzes  
Unit Exam  
Production Assignments

## Learning Targets

Students will be able to demonstrate the correct use of word processing terminology.  
Students will create and format business documents including letters, memos, outlines, and professional reports.  
Students will demonstrate the ability to utilize word processing tools to proofread and edit documents electronically.  
Students will be able to manipulate the features of word processing software to enhance documents (e.g., headers, footers, tabs).  
Students will be able to create and format tables within word processing programs.  
Students will be able to insert and manipulate graphics.  
Students will be able to illustrate the use of enhancement features (e.g., borders, lines, shading, bold ,bullets, etc...)  
Download files from various sources (e.g., audio, images, video, animation).

Learning Targets linked to Priority Standard = 

**Topic:** Tables

**Duration:** 10 Day(s)

**Unit:** Database Applications\_Copy

**Duration:** 4 Week(s)

## Unit Description

Students will use database application software to create professional business databases.

## Enduring Understandings (Knowledge & Skills)

What is a database?  
Why are databases necessary?  
What is a query and why are they important?  
How are databases summarized using a report?

## Academic Vocabulary

backup  
button  
command  
criteria  
database  
default  
dialog box  
field  
folder  
group  
pointer  
query  
quick access toolbar  
record  
ribbon  
scroll bar  
tab  
table  
title bar  
attachment field  
caption  
control  
crosstab query  
data type  
database template

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design view  
duplicate query  
input mask  
lookup field  
primary key  
property  
property sheet  
referential integrity  
relationship  
table analyzer wizard  
totals row  
unmatched query  
aggregate function  
autofilter  
control  
criteria  
datasheet  
find  
form  
group header  
layout view  
multiple item form  
pivot table  
replace  
sort  
split form  
subform  
wildcard  
alias  
database object  
document  
export specifications  
import specifications  
inner join  
left-outer join  
link  
normalize  
parameter  
right-outer join  
chart  
documenter  
encrypt  
object dependency  
password  
preview  
print preview  
quick print  
union query

## Summative Assessment

Observations  
Socratic Review Quizzes  
Final Exam  
Production Assignments

## Materials and Resources (optional)

Glencoe iCheck Series  
GCF Free Learning Website

**Topic:** Microsoft Access

**Duration:** 4 Week(s)

## Learning Targets

Observations  
Production Assignment  
Daily Practice Sets

## Learning Targets

Students will be able to demonstrate the correct use of database terminology.  
Students will be able to create and manipulate a database.  
Students will be able to process material using database features (e.g., sort, filter, merge).

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Students will be able to generate, format, and print reports.

Students will be able to distinguish between different field types (e.g., text, numeric).

Students will be able to integrate database information with other applications.

Students will be able to create table relationships.

Students will be able to modify a database using queries (e.g., combine, calculate, update, duplicate).

Students will be able to design and use forms in a database.

Students will be able to use import/export features (e.g., database, table).

Learning Targets linked to Priority Standard = 