

Glendale Unified School District

High School

June 4, 2018

Department: Career Technical Education

Course Title: Business Computer Applications
(Replace year-long Computer Applications 5129/5130)

Course Code: 5134V/5135V

Grade Level(s): 9-12

School(s)
Course Offered: Crescenta Valley High School

UC/CSU Approved
(Y/N, Subject): Yes; College-Preparatory Elective ("g") / Interdisciplinary

Course Credits: 10

Recommended
Prerequisite: none

Recommended
Textbook: Century 21 Computer Skills & Applications, Hoggart, Shank, Smith
10th Edition; Cengage Learning

Course Overview: Business Computer Applications is the introductory course in the Business and Finance Industry sector, Business management pathway. Business Computer Applications is an introduction to computer applications as it relates to business and home use. The course introduces software topics in Microsoft Windows, Microsoft Office, Internet, World Wide Web, electronic mail, file management, and data communications. Hardware topics include PC system components and troubleshooting issues. Other topics include computer-based careers and trends, electronic computing issues, terminology, electronic communication skills, ethics, security, and

netiquette in today's business computing environment. Business Computer Applications will provide students with computer knowledge and skills to increase their productivity which will give them a competitive advantage in the job market. Throughout this course, students will master keyboarding QWERTY based on the 21st Century curriculum and will gain the skills needed for 10 key pad mastery. Students will receive a keyboarding and office administration certification.

First Semester-Course Content

Unit 1: Introduction to Business Applications

(5 weeks)

STANDARDS

Information Communication Technologies Career Ready Anchor Standards: 4.5, 6.8, 10.5, 10.7, 10.9

Information Support & Services Pathway Standards: A1.1, A5.0

Common Core Standards: LS 11-12.1, RSIT 11-12.2

A. Students will be introduced to elements of computer application systems. Understanding and properly utilizing a variety of computer applications and components will enhance their understanding of computers which in turn will build their confidence in their knowledge of computers. Students will learn about and be able to identify the various computer hardware components, various software and their purpose, various programming languages and their purpose, computer-based career and trends within the computer industry; Identify popular software applications such as word processing, spreadsheets, databases, graphics packages, PDFs, electronic mail, and Internet browsing and searching.

B. Student Production: Students will write a report, utilizing a computer, which briefly explains each concept covered within the unit.

Assignment Completion Method: Utilize the Internet and classroom resources to gather information for the report. Utilize computer hardware and software to produce the report.

Student Learning Outcome: Students will understand learned concepts and will create a report to explaining each concept within the unit. Learned Concepts: Computer hardware components; Input/out devices of a computer system; Common features of popular operating systems; Capabilities of the Internet and browsers for the purpose of performing basic navigation over the world wide web; Importance of programming languages; Current computer-based

careers; Appropriate use/application of technology components, and/or software; Web-based communications; Proper web and electronic etiquette; Security and ethical issues that affect the worldwide web and software piracy today; Technology as a productivity tool. Students will learn: Intro To Business Computer Applications, PC Components & Digital Specifications, Internet Basics (Surfing, Security & Downloading), History of Technology / PC Troubleshooting, Websites and Hyperlinks & Programming.

Unit 2: **Office Basics features of Industry Business Software**

(5 weeks)

STANDARDS

Information Communication Technologies Career Ready Anchor Standards:10.9

Information Support & Services Pathway Standards: A2.2, A1.0, A5.9

Common Core Standards: LS 11-12.1, RSIT 11-12.2

- A. Description: Office Basics will introduce students to the common features of industry standard business software. Understanding and properly utilizing basic software features will help the student to build their confidence in their computing skills and will enhance their understanding of computer software.
- B. Summary: Student Production: Students will use critical thinking skills to create an office memo for a new company which lists needed IT equipment and supplies to get the office up and running. The document will utilize learned concepts with the unit.
Assignment Completion Method: Students will create a folder for storing their work; create, save, and print files; open and save existing files; copy from one file to another; prepare a file for distribution; compress files.

Student Learning Outcome: Students will analyze, evaluate, and apply learned concepts to create a professional business document. Learned Concepts: manage files/folders within a computer; navigate a computer system; save, print, close a file; open, edit, save an existing file; utilize the command features.

Unit 3: **Introduction to Google Drive and student Google email accounts**

(5 weeks)

STANDARDS

Information Communication Technologies Career Ready Anchor Standards: 4.5, 6.8, 10.5, 10.7, 10.9

Information Support & Services Pathway Standards: A1.1, A5.0

Common Core Standards: LS 11-12.1, RSIT 11-12.2

- A. Students will be introduced to elements google drive. Understanding and properly utilizing a variety of the components will enhance their understanding of Google drive

which in turn will build their confidence in their knowledge of google platform. Students will learn about and be able to identify the various components, various options and their purpose, various document options in google drive.

B. Student Production: Students will write save documents in google drive: Docs, excel, powerpoint, etc. Assignment Completion Method: Students will utilize google to sign into their email account and complete a project using microsoft work for the written portion and excel for their presentation. Students will learn: Glendale Unified School District Google Platform / Student Logins, (email) and Google Sheets & Slides (converting documents).

Student Learning Outcome: Students will understand learned concepts and will create a report to explaining each concept within the unit. Students will know how to access the google drive through their email accounts.

Unit 4: **Microsoft Word**

(5 weeks)

STANDARDS

Information Communication Technologies Career Ready Anchor Standards: 2.4, 2.5, 10.3, 10.9

Information Support & Services Pathway Standards: A1.0,A3.2, A4.1, A4.2, A7.0

Common Core Standards: WS 11-12.4

- A. Description: MS Word will introduce students to industry standard business software used to create professional business documents. Understanding, applying, analyzing, and evaluating various concepts within the software will empower students to create business professional text-based documents.
- B. Summary: Student Production: Students will create a professional multi page newsletter about emerging trends in computer technology and how they affect employment opportunities. Newsletter will utilize learned concepts within the unit. Assignment Completion Method: Students will use critical thinking skills to utilize MS Word processing skills, set goals, prioritize tasks, and develop a realistic schedule that will be able to be achieved to complete the task.

Student Learning Outcome: Students will analyze, evaluate, and apply learned concepts to create a professional business document. Learned Concepts: Headers and Footers; Document Themes and Styles; Edit and Correct Documents; Adjust Alignment and Spacing; Create Letters and Envelopes; Format Text with Fonts and Effects; Format and Sort Lists; Insert Pictures, Text Boxes, and Shapes; Format Graphics Objects; Work with SmartArt Graphics, Text Effects, and Page Borders; Edit document; Create and enhance tables; Perform Calculations in a Table; Work with Templates and Different File Types; Create reports; Share documents; Format and enhance

reports; Create mass mailings and labels. Students will learn: MS WORD Basic Documents & Menu Options, File Management (files, folders & memory), Researching Current Events - Writing Briefs and Advanced WORD & Google Docs Formatting.

Second Semester-Course Content

Unit 5: Microsoft Excel

(5 weeks)

STANDARDS

Information Communication Technologies Career Ready Anchor Standards: 10.9, 2.5

Information Support & Services Pathway Standards: A3.1, A8.0

Common Core Standards: A-REI, F-IF, S-ID

- A. Description: MS Excel will introduce students to industry standard business software used to create and analyze business, personal, or financial data. Understanding, applying, analyzing, and evaluating various concepts within the software will empower students to create a file that can be used to analyze complex business data.
- B. Summary: Student Production: Students will use critical thinking skills to create a business professional spreadsheet used to run a simulated business model (construction, fashion, production, real estate, etc) . Customer purchases will be based on a variety of things, some of which are outside of the business' control, such as weather and social trends. Students will be required to gather data for 30 days business type sales. The student will then organize and analyze the data using a PivotTable to make business decisions and predict future sales. The student will then utilize MS Excel spreadsheet skills to organize and analyze the data using a PivotTable to make business decisions and predict future sales. The student will create a business professional report on the business by organizing and formatting the data. Students will present their business in a written report format utilizing MS Word and integrating elements of MS Excel within the document.

Student Learning Outcome: Students will analyze, evaluate, and apply learned concepts to create a professional business spreadsheet workbook and report. Learned Concepts: Adding Worksheet Contents; Worksheet Formatting; Cell Entries and Formatting; Working with Ranges; Creating Formulas; Copying and Pasting; Techniques for Moving Data; Sheet, Display, and Print Operations; Using Excel Tables; Working with the NOW Function and Named Ranges; Working with IF Functions; Working with Text Functions; Freezing Labels and Using Panes; Using Conditional Formatting and Find and Replace; Rotating Cell Entries and Resolving Errors; Managing Worksheets and Performing Multi-worksheet Operations; Modifying Print Options; Building Basic Charts; Showing Percentages with a Pie Chart; Enhancing a Pie Chart; Adding Special Elements to a Chart or Sheet and Updating a Chart; Completing Chart Formatting; Comparing and Analyzing Data; Chart Printing and Publishing;

Using Charts in Other Files; Making Special Purpose Charts; Using Advanced Sort; Using Advanced Filtering; Using Advanced Functions Predict Trends; Using Advanced Functions for Data Analysis; Using Lookup Functions; Working with PivotTables and PivotCharts.

Unit 6: **Microsoft Access**

(5 weeks)

STANDARDS

Information Communication Technologies Career Ready Anchor Standards: 10.9, 2.5

Information Support & Services Pathway Standards: A3.1, A8.0

Common Core Standards: Math S-ID

- A. Description: MS Access will introduce students to industry standard business software used to create a powerful electronic filing system. Understanding, applying, analyzing, and evaluating various concepts within the software will empower students to create a powerful database that can be used to analyze complex business data and create informative reports.
- B. Summary: Student Production: Students will use critical thinking skills to create a comprehensive database for a medical office where employee data and time cards are stored. Assignment Completion Method: Students will analyze a medical office's needs for employee data. The student will use the information to plan and create a comprehensive database which will store personal employee data and time cards. Students will create tables, queries, forms and reports for the purpose of making the vital business data easier to store, evaluate, and retrieve.

Student Learning Outcome: Students will analyze, evaluate, and apply learned concepts to create a professional business database. Learned Concepts: Planning a Database; Creating a Database with Access; Modifying and Adding Data to a Table; Importing and Protecting Data; Using Table Templates and Design View; Creating Other Objects; Managing Relationships Between Tables; Finding, Replacing, and Sorting Data; Filtering Data; Creating a Query in Design View; Creating a Multi-Table Query; Using Criteria in a Query; Using Comparison Operators; Using Calculated Fields; Summarizing Data in Queries; Creating and Using a Form; Working with a Form in Layout View; Working with a Form in Design View; Working with Form Sections; Creating a Report; Modifying a Report in Design View; Creating Labels; Creating a Lookup List; Creating an Input Mask.

Unit 7: **Microsoft PowerPoint**

(5 weeks)

STANDARDS

Information Communication Technologies Career Ready Anchor Standards: 2.5, 10.9

Information Support & Services Pathway Standards: A, 1.0, A3.1, A7.0, A8.0

Common Core Standards: WS 11-12.4, S-ID

A. Description: MS PowerPoint will introduce students to industry standard business software used to create a business professional presentations. Understanding, applying, analyzing, and evaluating various concepts within the software will empower students to create a powerful presentation that can be used as a graphical approach to accompany an oral delivery of a topic. Additionally, presentations can be made into photo albums or a stand-alone presentation complete with music or narrations.

B. Summary:

Student Production: Students will use critical thinking skills to create an effective presentation for a list of relevant business topics.

Assignment Completion Method: Students will research techniques to make presentations more effective. The student will then create a professional and effective presentation of the information provided by the athletic club. The student will then deliver the presentation to the class utilizing public speaking skills.

Student Learning Outcome: Students will analyze, evaluate, and apply concepts to create a professional business presentation. Learned Concepts: Working with Slides; Working with Headers, Footers, and Notes; Inserting and Formatting Pictures; Formatting Text; Aligning Text; Displaying the Presentation Outline; Arranging Slides; Adding Slide Transitions; Working with Lists; Inserting Online Pictures; Inserting Symbols and Text Boxes; Drawing and Formatting Shapes; Positioning and Grouping Shapes; Creating Word Art; Creating SmartArt Diagrams; Creating a Photo Album; Modifying a Theme; Modifying a Background; Animating Slide Objects; Creating Multimedia Presentations; Working with Tables; Working with Charts; Sharing a Presentation.

Unit 8: **Employment Portfolio**

(5 weeks)

STANDARDS

Information Communication Technologies Career Ready Anchor Standards: 11.1, 11.5

Information Support & Services Pathway Standards: A1.0, A3.1, A7.0

Common Core Standards: WS 11-12.4

A. Description: Whether you want a good job, a better job, or your dream job, you need to stand out from the competition and display your education, skills, and experience to a potential employer. The Employment Portfolio unit will provide students with the tools for building their portfolio which will give them a competitive advantage in the job market.

B. Summary:

Student Production: Students will use critical thinking skills to create a competitive professional portfolio. **Assignment Completion Method:** Students will research how to create a competitive professional portfolio. The student will then create their portfolio which will showcase their best professional level of work, a completed job application, a professional resume, and a reference list.

Student Learning Outcome: Students will analyze, evaluate, and apply concepts to create a competitive professional portfolio. **Learned Concepts:** Creating a professional and competitive resume; Creating a professional and competitive reference list; Completing a competitive job application; Showcasing best professional level of work. **Students will learn:** Business Documents & Communications, Preparing Term Papers & Reports, Career Options and beginning Resume, Develop Sales Flyer & Promotional Material, Developing Business Plan and Final Resume & Job Search Report.