Business Software Applications II

Course Credit	1.0
Grade Levels	9-12
Prerequisites	Career Preparedness OR Business Software Applications I

Business Software Applications II provides students with project-based applications of concepts learned in Business Software Applications I. This capstone technology course consists of an integrated, comprehensive set of problems relating to project scenarios. Students apply advanced concepts and skills to create solutions to the problems using Word, PowerPoint, Excel, and Access, and various Google applications. Microsoft Office Specialist (MOS) exams, a credential to demonstrate that students have knowledge, skills, and abilities to productively use Microsoft Office, are offered in this course.

Foundational standards, shown in the table below, are an important part of every course. Through these standards, students learn and apply safety concepts, explore career opportunities and requirements, practice the skills needed to succeed in the workplace, develop leadership qualities and take advantage of the opportunities afforded by Career and Technical Student Organizations (CTSOs), learn and practice essential digital literacy skills, and work toward meeting and maintaining physical fitness standards for public safety. The foundational standards are to be incorporated throughout the course.

Each foundational standard completes the stem *"**Students will***…*"*

Foundational Standards	1. Incorporate safety procedures in handling, operating, and maintaining tools and machinery; handling materials; utilizing personal protective equipment; maintaining a safe work area; and handling hazardous materials and forces.
	2. Demonstrate effective workplace and employability skills, including communication, positive work ethic, problem-solving, time management, and teamwork.
	3. Explore the range of careers available in the field and investigate their educational requirements, and demonstrate job-seeking skills including resume-writing and interviewing.
	4. Advocate and practice safe, legal, responsible, and ethical use of information and technology tools specific to the industry pathway.
	5. Participate in a Career and Technical Student Organization (CTSO) to increase knowledge and skills and to enhance leadership and teamwork.

BUSINESS SOFTWARE APPLICATIONS II
CONTENT STANDARDS

Each content standard completes the stem *"**Students will**…"*

Word Processing	

1. Manage advanced word processing document options and settings.
   a. Manage templates, macros, and multiple documents using word processing software.
   b. Prepare documents for collaboration using editing functions and protecting documents using passwords.
   c. Use language-specific features, configure editing, and display languages to set language options.

2. Utilize advanced word processing editing and formatting features.
   a. Perform advanced editing and formatting with word processing software.
      Examples: wildcards to replace special characters, formatting, styles, paste options
   b. Configure paragraph layout options.
      Examples: hyphenation, line numbers, pagination options
   c. Create and modify paragraph and character styles using word processing software.

3. Create custom document elements using advanced word processing software.
   a. Mark, create, and update index entries software, including tables of contents, captions, and tables of figures.
   b. Create and manage document building blocks.
   c. Create custom design elements.
      Examples: color sets, font sets, themes, style sets
   d. Create and manage tables of figures using captions and configuring caption properties.

4. Create and modify advanced word processing features.
   a. Manage forms by adding custom fields, modifying field properties, and inserting and configuring standard content controls.
   b. Create and modify macros.
      Examples: Record, name, and edit simple macros. Copy macros to other documents or templates.
   c. Create mail merged documents, labels, and envelopes using recipient lists and merged fields.

Spreadsheets

5. Manage workbook options and settings.
   a. Manage workbooks using advanced features including save as template, copy macros, and reference data from other spreadsheets.
   b. Manage workbook review in word processing software, including restrict editing, protect, encrypt with password, configure formula calculation options, manage workbook versions, and protect workbook structure features.

6. Apply custom data formats, layouts, and validation to workbooks.
   a. Apply advanced conditional formatting and filtering to workbooks using spreadsheet software.
   b. Create and modify custom workbook elements using spreadsheet software.
   c. Prepare a workbook for internationalization, modifying currency, text, and other elements as needed, using spreadsheet software.

7. Create advanced workbook formulas using spreadsheet software.
   a. Apply functions in formulas by performing logical operations including AND, OR, NOT, and nested functions and statistical operations including SUMIFS, AVERAGEIFS, and COUNTIFS functions in spreadsheet software.
   b. Look up data by using functions VLOOKUP, HLOOKUP, MATCH, and INDEX with spreadsheet software.
   c. Apply advanced date and time functions including NOW and TODAY functions and serializing numbers using spreadsheet software.
   d. Use financial functions of spreadsheet software to perform data analysis and business intelligence including import, transform, combine, display, connect, and consolidate data; perform what-if analysis; use cube functions; and calculate data.
   e. Troubleshoot formulas by utilizing trace precedence and dependence, monitor cells and formulas, validate formulas by using error checking, and evaluate formulas.
   f. Define and manage named ranges and objects by name cells, data ranges, and tables.

8. Create advanced charts and tables with workbook data in spreadsheet software.
   a. Add trendlines to charts and create dual-axis charts.
   b. Create and modify pivot tables by changing field selections and options, creating slicers, grouping data, adding calculated fields, and formatting data.
   c. Create and modify pivot charts by manipulating options in existing charts, applying styles, and drilling down into details, using spreadsheet software.

Database Management	9. Build tables using database software. a. Import data into tables and from other databases, create linked tables from external sources, and create a table from a template with application parts. b. Customize tables by hiding fields, adding total rows and descriptions, and renaming tables. c. Manage records in tables by updating, adding, deleting, sorting, and filtering records, appending records from external data, and finding and replacing data. d. Create and modify fields using add and delete fields; add validation rules; change field captions, sizes, and data types; configure fields to auto-increment; set default values; and use input masks. 10. Create and manage database forms. a. Create and save forms and create a form from a template with application parts. b. Configure form controls by moving, adding, and removing form controls; modifying data sources; setting form control properties; managing labels; and adding subforms. c. Format forms using modify tab order; configure print settings; sort records by form field; apply a theme; control form positioning; and insert backgrounds, headers, footers, and images. 11. Create database reports. a. Create reports based on query or table, in design view, and using a wizard. b. Configure report controls by group and sort fields, modify data sources, add report controls, and add and modify labels. c. Format reports using multiple columns, add calculated fields, control report positioning, format report elements, change report orientation, insert header and footer information, insert images, and apply a theme.

Productivity	12. Utilize digital technology applications on the Internet for business, personal, and educational uses.
	 a. Present a digital portfolio encompassing all programs used during the course.
	     Examples: website, blog, slideshow
	 b. Collaborate using cloud computing by designing, saving, uploading, and sharing documents, presentations, and calendars in an online account.
	     Example: cloud-based filing repositories
	 c. Utilize social networking as a business tool to create professional portfolios and blogs.
	
	13. Devise and apply methods of modifying documents to be more accessible to people with disabilities.
	     Examples: use headings, lists, meaningful hyperlinks, alternate text for images, tables; identify document language