



**Curriculum Document for Business Education**

**Course Title: Computer Applications II**

**Grade: 10, 11, or 12**

**Learner Objective #1: Students will utilize advanced word processing concepts in projects.**

- Define and understand word processing terminology
- Tables
- Columns
- Envelopes and Labels
- Mail Merge
- Forms
- Columns
- Images
- Indexes/Table of Contents

**Learner Objective #2: Students will utilize advanced spreadsheet concepts in projects.**

- Define and understand spreadsheet terminology
- Insert formulas
  - Addition, subtraction, multiplication and division, functions (SUM, MAX, MIN, AVERAGE, IF, Lookup Values)
- Format spreadsheet
- Create and edit charts and apply chart features
- Use advance spreadsheet features in projects

**Learner Objective #3: Students will utilize advanced database concepts in projects.**

- Define and understand database terminology
- Create, edit and maintain a database
- Manage database records
  - Insert, edit and delete records
  - Sort records
  - Query records using comparison
    - And, or, group, average, filter, calculated field, etc.
- Create forms

- Create reports
- Query records using comparison
- Create and edit relationships
- Print
  - Reports, queries, data tables, and forms

**Learner Objective #4: Students will utilize advance presentation graphic features.**

- Define and understand presentation software terminology
- Create and edit a slide show (presentation)
  - Outline, notes and slide view
- Define Master Slide Layout
- Define Design Layout
- Apply Custom Animation
- Apply Slide Transition
- Apply Hyperlinks
  - Files, web, chart, etc.
- Print
  - Slides, handouts, notes, etc.

**Learner Objective #5: Students will utilize the internet to complete research**

- Evaluate a web site for authenticity
- Understand and discuss copyright laws
- Use e-mail
  - Send, receive, forward, reply, send attachments, open attachments and download attachments
- Download files
  - Zip and exe files
- Copy images and text to applicable software

**Learner Objective #6: Students will maintain file management system**

- Files
  - Create, delete, rename, and copy files
- Folders
  - Create, delete, rename and copy folders
- Storage medium
  - Floppy disk, hard drive, network drive, and CD rom
- Windows 98
  - My computer
  - Windows Explorer
  - File mangement
    - Copy, rename, delete, sort files and folders
  - Find

- Files, folders, etc.
- Control Panel
  - Add/remove programs, screen saver, mouse, etc.

**Learner Objective #7: Students will utilize photo editing software.**

- Create and edit graphics use PhotoShop
- Crop photos
- Scan in images
- Scan in text

**Learner Objective #8: Students will problem solve and demonstrate a teamwork approach in a simulated work environment.**

- Complete projects through simulations
- Complete projects as an individual, team or group approach
- Perform role of supervisor and employee
- Proofread and edit documents for accuracy and content, correct grammar, spelling and punctuation

**Learner Objective #9: Students will use advanced integration features through simulations and projects.**

- Word
- Excel
- Access
- PowerPoint
- FrontPage
- Other software