



COMPUTER BUSINESS APPLICATIONS 2

Ms. Smith

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Room: C206

Course Description:

Students will develop spreadsheet and presentation software skills needed for high school, college and various technology careers, in addition to building on their word processing and internet skills developed in CBA 1. Students will gain experience in preparing business forms, tables, presentations, and charts. The most current software appropriate to the industry will be utilized.

Class Expectations:

Below is my list of non-negotiables. We will create a set of individual class rules in the near future. Detentions will be assigned as described in the Student Behavior Guide. Pay particular attention to the tardy policy.

1. Arrive to class on time.
2. Come to class prepared to work.
3. Engage in class activities.
4. Minimize distractions.
5. No food or drink (expect a bottle of water) in the classroom.

Course Overview:

Students will:

- Demonstrate correct use of presentation software terminology.
- Create, format, and edit presentations.
- Enhance presentations (e.g., sound, animation, graphics, transitions, and video).
- Apply design and layout principles to presentations.
- Set print specifications for outline, slides, handout, etc.
- Deliver an oral presentation.
- Utilize proper presentation etiquette (e.g., number of bullets, lines, words, and notes).
- Integrate input from various software applications
- Demonstrate correct use of spreadsheet terminology.
- Create, design, and edit spreadsheets.
- Create basic formulas.
- Format cell, column, and row contents (e.g., font, color, alignment, shading).
- Format columns and rows
- Use basic functions/formulas (e.g., auto sum, average, IF).
- Create, format, and edit charts and graphs.
- Interpret and organize spreadsheet data (e.g., sort and filter).
- Set print specifications for formulas, graphs, worksheets, etc.
- Integrate spreadsheets in other applications.
- Use advanced functions/formulas (e.g., payment, future value, statistical).
- Demonstrate protecting and freezing features.
- Use relative and absolute cell references.
- Manipulate multiple worksheets in a workbook

St. Louis Community College Articulation (register in CATEMA + grade of 80%)

- Business Computer Applications: IS 151

A google class has been created that corresponds with daily classroom instruction. In this class we will learn Microsoft Excel and Microsoft PowerPoint. You can gain access to those programs by logging in to this link: <https://horizon-wan.hazelwood.k12.mo.us>



Course Content:

1. Spreadsheet Applications

- Spreadsheet terminology
- Create, format, edit spreadsheets
- Basic formulas
- Format cell contents
- Create charts and graphs
- Determine validity and interpret data

2. Presentation Software

- Presentation terminology
- Transitions and animations
- Design templates
- Edit layout: font size, content, scheme, bullets, order, etc.
- Print specifications: outline, slide, overhead

3. Explore the Internet

- Internet terminology
- Principle usages of the Internet: search engines, URLs, etc.
- Evaluate internet sources
- Internet safety
- Copyright principles
- Email

Course Power Vocabulary:

- alignment
- autosum
- bold
- borders
- cell
- chart
- columns
- data
- fills
- flip
- fonts
- forma
- formula
- function
- graphics
- indent
- italics
- label
- legends
- margins
- move
- spreadsheet
- table
- tab
- underlining
- animation
- bullets
- clipboard
- crop
- facing
- pages
- focal point
- graphics
- layers
- master pages
- move
- rotate
- scale
- size
- templates
- transition
- watermarks