



Computer Business Applications 1 Grades 9-12

Curriculum Committee Members

Charles Orlando, East High School

Stefanie Klamm, West High School

Matt McClellan, Career and Technical Education Coordinator

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Hazelwood School District

Mission Statement

We are a collaborative learning community guided by a relentless focus to ensure each student achieves maximum growth.

Vision Statement

HSD will foster lifelong learners, productive citizens and responsible leaders for an ever-evolving society.

Board of Education on January 5, 2010

Goals

Goal # 1: Hazelwood students will meet or exceed state standards in all curricular areas, with emphasis in reading, writing, mathematics, science and social studies.

Goal # 2: Hazelwood staff will acquire and apply the skills necessary for improving student achievement.

Goal #3: Hazelwood School District, the community and all families will support the learning of all children.

Curriculum Overview

Computer Business Applications 1

Missouri Career Education combines academics and occupational skill training to prepare students of all ages. Training programs are offered in Agriculture, Business, Health Sciences, Family and Consumer Sciences, Skilled Technical Sciences, Technology and Engineering, and Marketing and Cooperative Education. Missouri Career Education prepares Missourians for the 21st century to better serve the needs of students, parents, educators, and employers through challenging, relevant, and accountable programs. Career Clusters provide a way for schools to organize instruction and student experiences around 16 broad categories that encompass virtually all occupations from entry through professional levels. These groupings of occupations are used as an organizing tool for curriculum design, a model for guidance and instruction, and a mechanism for seamless transition from secondary education to postsecondary and/or career. The career cluster of Human services meets the needs of students interested in the career fields of Family and Community Services, Early Childhood Development and Services, Counseling and Mental Health Services, Personal Care Services, and Consumer Services. (Taken from Missouri Department of Elementary and Secondary Education's website at: <https://dese.mo.gov>)

Computer Business Applications 1 serves as the introductory course to multiple pathways within the Business and Marketing Education fields. This course can also serve as the introductory course for many other pathways offered in the Hazelwood School District. Students will learn a variety of computer based skills that will assist them in many career pathways. Students who are successful in Computer Business Applications 1 should consider taking Computer Business Applications 2 to learn additional software skills that will prove relevant in their career choice and/or post-secondary endeavors. Students who take Computer Business Applications 1 will have the opportunity to earn certification in Microsoft Word.

The students will be able to take the foundational knowledge from this course and apply to various career paths. Students in this pathway are encouraged to become members of Future Business Leaders of America (FBLA) or Distributive Education Club of America (DECA). These are Department of Elementary and Secondary Education approved Career and Technical Student Organizations.

COURSE TITLE: Computer Business Applications 1

GRADE LEVEL: 9 - 12

CONTENT AREA: Career and Technical Education

Course Description

Students will develop and reinforce skills in keyboarding input methods and basic computer operations. They will gain proficiency in using word processing skills for personal and professional settings. Students will also demonstrate guidelines on how to use the internet safely, efficiently, and how to evaluate the validity of internet sources. They will learn correct e-mail etiquette and principal usages of email.

Course Rationale

Computer technology impacts almost every facet of our lives. This course has been designed to give students the skills they need in the workforce as well as in their personal lives.

Course Scope and Sequence

Unit 1: Keyboarding & Basic Computer Operations 13 class periods (90 minutes)	Unit 2: Business Documents Using Word Processing Applications 23 class periods (90 minutes)	Unit 3: Internet and Online Classroom Portals 6 class periods (90 minutes)	Unit 4: Workplace Readiness (on going throughout semester) 3 class periods (90 minutes)
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Proposed Course Materials and Resources:

- Learn-by-Doing – Microsoft Office Specialist 2016 Series, BE Publishing
- Keyboarding Mastery, Ellsworth Publishing
- GMetrix Software
- Office 2016
- Everfi.com

Unit Objectives

Unit 1:

Students will be able to:

1. Demonstrate improvement in speed and accuracy of keyboarding Input Methods.
2. Demonstrate proper keyboarding technique.
3. Identify and use proper ergonomic principles.
4. Use program interface (e.g., menu items, ribbons, toolbars, dialog boxes).
5. Manage and transfer files.
6. Identify resources to obtain assistance (e.g., Help menu, software manual, Web site).
7. Demonstrate proper network user procedures and protocol (e.g., logging on, saving to network).
8. Identify security issues related to computer hardware, software, and data.
9. Identify file formats and extensions.
10. Save files to various storage devices (e.g., CDs, USB, hard drive, DVD).
11. Determine appropriate software applications for tasks.

Unit 2:

Students will be able to:

1. Demonstrate correct use of word processing terminology Word Processing Applications.
2. Create and format business documents (e.g., letters, memos, outlines, newsletters, and reports).
3. Set printer specifications.
4. Proofread and edit documents.
5. Manipulate features of word processing software to enhance documents (headers, bullets, tabs).
6. Create and format tables.
7. Insert and manipulate graphics.
8. Create documents using templates.
9. Create hyperlinks within document.
10. Prepare envelopes and labels.
11. Illustrate the use of enhancement features (e.g., borders, lines, shading, bold, bullets).
12. Demonstrate use of automatic features (e.g., AutoCorrect, spell-check, thesaurus).

Unit 3:

Students will be able to:

1. Demonstrate correct use of Internet terminology.
2. Demonstrate principal usages of online communication (e.g., upload, download, attaching files).
3. Demonstrate principal usages of the Internet (e.g., search, locating URLs).
4. Identify copyright principles (e.g., public domain, copy protection, licensing).
5. Employ proper online etiquette.
6. Utilize browser tools (e.g., favorites, shortcuts, homepage, cookies, history).
7. Utilize online productivity tools (e.g., cloud computing, Web 2.0, Google docs).
8. Evaluate Internet resources.

Unit 4:

Students will be able to:

1. Exhibit leadership skills through a student Organization (e.g., FBLA, PBL).
2. Demonstrate ethical behavior when creating business documents.
3. Identify career/self-employment opportunities.

Essential Terminology/Vocabulary

Unit 1: Anchor keys, copy, desktop, dialog boxes, drive, ergonomics, folder, h: drive, hardware, home row, icon, input device, menu items, output device, phishing, protocol, ribbons, software, technique, toolbars, USB, virus, words per minute, work station, and worm.

Unit 2: Alignment, auto update, autosum, backstage view, borders, bullets, cell, chart, clipart, clipboard, column, crop, cut/copy/paste, default, dialogue box, facing pages, find/replace, flip, font, footer, format, format painter, graphics, header, horizontal, hyperlink, hyphenation, indent, italics, kerning, landscape, layers, line spacing, margins, merge, newsletter, online pictures, page orientation, paragraph spacing, portrait, quick access toolbar, ribbon, rotate, rotating, row, shading, show/hide, sort, subscript, superscript, tab, table, templates, text box, text wrap, thesaurus, vertical, watermarks, word art, and word processing.

Unit 3: Address, attachment, email etiquette, fraud, MLA citation, pharming, phishing, search bar, search engine, spam, trojan horse, URL, valid, virus, web browser, and worm.

Unit 4: Cover letter, Distribution Education Club of America (DECA), ethics, follow-up letter, Future Business Leaders of America (FBLA), leadership, and resume.