



Computer Business Applications 2

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 2

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 2 serves as a second tier course to multiple pathways within the Business and Marketing Education fields. This course can also serve as an influential 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 2 will learn additional software skills that will prove relevant in their career choice and/or post-secondary endeavors. Students who take Computer Business Applications 2 will have the opportunity to earn certification in Microsoft PowerPoint and Microsoft Excel.

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 2

GRADE LEVEL: 9 - 12

CONTENT AREA: Career and Technical Education

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 Computer Business Applications. Students will gain experience in preparing business forms, tables, presentations, and charts. The most current software appropriate to the industry will be utilized.

Prerequisite: Computer Business Applications 1.

Course Rationale:

Computer technology impacts almost every aspect of our daily lives. The purpose of Computer Business Applications 2 is to equip students with the knowledge and skills necessary to create attractive, professional looking documents meeting business and industry standards. Students will build on foundational skills developed in Computer Business Applications.

Course Scope and Sequence

Unit 1: Business Documents Using Spreadsheet Applications
26 class periods (90 minutes)

Unit 2: Business Documents Using Presentation Applications
19 class periods (90 minutes)

Proposed Course Materials and Resources:

- [Microsoft Office Specialist 2016 Series, BE Publishing](#)
- [Keyboarding Mastery, Ellsworth Publishing](#)
- [GMetrix Software](#)
- Everfi.com

Unit Objectives

Unit 1

Students will be able to:

1. Demonstrate correct use of spreadsheet terminology
2. Create, design, and edit spreadsheets
3. Create basic formulas with addition, subtraction, multiplication, and division
4. Format cell, column, and row contents (e.g., font, color, alignment, shading, decimal)
5. Format columns and rows
6. Use basic functions/formulas (e.g., auto sum, average, IF)
7. Create, format, and edit charts and graphs
8. Interpret and organize spreadsheet data (e.g., sort and filter)
9. Set print specifications for formulas, graphs, worksheets, etc.
10. Integrate spreadsheets in other applications
11. Use advanced functions/formulas (e.g., payment, future value, statistical)
12. Demonstrate protecting and freezing features
13. Use relative and absolute cell references
14. Manipulate multiple worksheets in a workbook

Unit 2

Students will be able to:

1. Demonstrate correct use of presentation software terminology
2. Create, format, and edit presentations
3. Enhance presentations (e.g., sound, animation, graphics, transitions, and video)
4. Apply design and layout principles to presentations
5. Set print specifications for outline, slides, handout, etc.
6. Deliver an oral presentation
7. Utilize proper presentation etiquette (e.g., number of bullets, lines, words, and notes)
8. Integrate input from various software applications

Essential Terminology/Vocabulary

Unit 1: Alignment, autosum, bold, borders, cell, chart, columns, data, fills, flip, fonts, format, formula, function, graphics, indents, italics, labels, legends, margins, move, spreadsheet, table, tab, underlining, and watermarks.

Unit 2: Animation, bullets, clipboard, crop, facing pages, focal point, graphics, layers, master pages, move, rotate, scale, size, templates, transition, and watermarks.

