

Business Management & Administration (2023-24): Computer Applications in Business 1 (8200520)

Identify and understand computer hardware. The student will be able to: **1**

1 Define and identify input, output, and storage devices and their functions. **1.01**

2 Define and identify memory in a computer. **1.02**

Identify information technology tools and their proper uses. The student will be able to: **2**

1 Define and identify various software applications (word processing, spreadsheets, database, presentation, digital publishing) and their uses. **2.01**

Develop and apply keyboarding skills utilizing current technology. The student will be able to: **3**

1 Demonstrate proper keyboarding techniques using correct ergonomic habits. **3.01**

2 Demonstrate safety and respect for equipment materials in lab. **3.02**

3 Demonstrate proper techniques for alphanumeric keyboarding while keeping fingers on home row keys. **3.03**

Develop and apply word processing skills utilizing current technology. The student will be able to: **4**

1 Start and exit word processing software. **4.01**

2 Apply different views to a document – select zoom options, document view, split windows, arrange windows, and switch windows. **4.02**

3 Move text in a document using the copying/cutting/pasting and drag/drop text commands. **4.03**

4 Apply tabs, line spacing and paragraph indents. **4.04**

5 Align text horizontally and vertically. **4.05**

6 Apply character attributes – font, font size, font color, underline, bold, italic, and text effects. **4.06**

7 Apply styles in a document. **4.07**

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- 8 Utilize the undo and redo commands.** 4.08
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- 9 Utilize the show/hide command.** 4.09
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- 10 Use find and replace.** 4.1
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- 11 Utilize the format painter.** 4.11
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- 12 Utilize the text highlight feature in a document – select highlight color.** 4.12
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- 13 Insert date and time.** 4.13
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- 14 Insert and manipulate graphics, word art and text boxes.** 4.14
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- 15 Insert and remove a manual page break in a document.** 4.15
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- 16 Create bulleted and numbered lists.** 4.16
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- 17 Create a table – inserting, moving, and entering data.** 4.17
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- 18 Format a table – insert/delete columns, rows, and cells and merge cells.** 4.18
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- 19 Format a table – changing column/ row width/ height.** 4.19
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- 20 Apply table alignment on document – horizontally and vertically** 4.2
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- 21 Apply text and number alignment within a table.** 4.21
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- 22 Use table tools – change table styles, apply borders, and shading.** 4.22
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- 23 Set the page layout in a document – margins, page orientation, and page size.** 4.23
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- 24 Change the page background – insert a watermark, page border, and change the page color.** 4.24
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- 25 Create headers and footers in a document.** 4.25
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- 26 Use spell/grammar check/thesaurus programs properly.** 4.26
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- 27 Use basic proofreading skills including proofreader’s marks.** 4.27
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- 28 Understand the difference between save and save as.** 4.28
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- 29 Save a document – specify file name and location.** 4.29
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- 30 Save a document in a different format, e.g., PDF, webpage, and jpeg.** 4.3
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- 31 Understand printing options including printer selection, scale to fit, and page number selection.** 4.31
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Develop and apply electronic presentation skills utilizing current technology. The student will be able to: 5

- 1 Start and exit presentation software.** 5.01
- 2 Apply fill effects, lines and shapes.** 5.02
- 3 Demonstrate ability to order, group and rotate objects.** 5.03
- 4 Demonstrate ability to animate graphics.** 5.04
- 5 Apply slide transitions and timings.** 5.05
- 6 Incorporate text, tables, charts and graphic transitions into document.** 5.06
- 7 Add sound using various media e.g., internet and/or files.** 5.074
- 8 Apply action buttons.** 5.08
- 9 Insert a hyperlink.** 5.09
- 10 Rearrange slide order through slide sorter.** 5.1
- 11 Create note page to aid in oral presentation of slide show.** 5.11
- 12 Customize timing and rehearsing to coordinate with oral presentation.** 5.12
- 13 Save a presentation in a different format, e.g., PDF and webpage.** 5.13
- 14 Demonstrate the ability to spell check and print presentations using different settings.** 5.14
- 15 Demonstrate presentation skills.** 5.15

Develop and apply spreadsheet skills utilizing current technology. The student will be able to: 6

- 1 Start and exit spreadsheet software.** 6.01
- 2 Identify the parts of the spreadsheet screen, e.g., ribbon, status bar, title bar, insertion point, scroll box and bar, and tabs.** 6.02
- 3 Create a new worksheet.** 6.03
- 4 Change column width and row height.** 6.04
- 5 Format the contents of a cell, i.e., change fonts and font sizes, align text, and format numbers.** 6.05
- 6 Merge cells.** 6.06
- 7 Use undo and redo commands.** 6.07
- 8 AutoFormat the worksheet if available. AutoFormat applies borders, shading, and data formatting.** 6.08
- 9 Use the auto sum feature.** 6.09

10 Create a chart. 6.1

Develop and utilize business-related skills. The student will be able to: 7

- 1 Demonstrate an understanding of the importance of a positive attitude in obtaining and maintaining a job.** 7.01
 - 2 Identify grooming/dress standards in various workplace environments.** 7.02
 - 3 Demonstrate problem solving skills.** 7.03
 - 4 Demonstrate an awareness of teamwork.** 7.04
 - 5 Make an impromptu presentation.** 7.05
 - 6 Make a prepared presentation.** 7.06
 - 7 Collaborate and effectively use teamwork to present in a group.** 7.07
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Perform activities using the worldwide web. The student will be able to: 8

- 1 Identify and define Internet vocabulary such as hyperlink, WWW, URL, and web browser.** 8.01
 - 2 Understand basic principles of the Domain Name System (DNS).** 8.02
 - 3 Perform basic Internet searches.** 8.03
 - 4 Identify and use various web browsers.** 8.04
 - 5 Copy and paste from browser to other applications.** 8.05
 - 6 Identify and use various search engines.** 8.06
 - 7 Evaluate websites.** 8.07
 - 8 Understand favorites/bookmarks.** 8.08
 - 9 Understand and demonstrate Internet safety.** 8.09
 - 10 Discuss Internet privacy, ethics, network etiquette and copyright laws.** 8.1
 - 11 Download files.** 8.11
 - 12 Download graphics.** 8.12
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Describe how information technology is used in the Business, Management and Administration career cluster. The student will be able to: 9

- 1 Identify through internet research information technology (IT) careers in the Business, Management and Administration career cluster, including the responsibilities, tasks and skills they require.** 9.01
 - 2 Identify security-related ethical and legal IT issues faced by professionals in the Business, Management and Administration career cluster.** 9.02
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Describe and use communication features of information technology. The student will be able to: 10

- 1 Identify security and privacy issues related to the Internet, including passwords and information theft.** 10.01

- 2 Identify and/or use various ways to communicate effectively using internet technology, such as email, webcast, website, webpage, messaging, social networks, and blogging.** 10.02