



**Curriculum Document for Business Education**

**Course Title: Computer Applications**

**Grade: 9, 10, 11, 12**

**Learner Objective #1: Students will produce documents utilizing word processing features.**

- **Define and understand word processing terminology**
- **Create and edit a document**
  - **Cut, copy, paste, format painter, spell checker, thesaurus, find and replace**
- **Format a document**
  - **Bold, italic, underline, bullets, numbering, shadow, etc.**
- **Formatting of reports, letters, memos and tables**
- **Page layout**
  - **Margins, center page vertically and page orientation**
- **Headers and Footers**
- **Tabs**
- **Tables**
- **Columns**
- **Envelopes and Labels**
- **Word features**
  - **Autocorrect, autoformat, etc.**
- **Print**
  - **Print area, specific pages, range of pages, , etc.**

**Learner Objective #2: Students will create a workbook using spreadsheet features.**

- **Define and understand spreadsheet terminology**
- **Create and edit a spreadsheet using 10-key pad**
  - **Enter labels and numbers**
  - **Insert and delete rows, columns, and worksheets, change row height and column width**
- **Insert formulas**

- Addition, subtraction, multiplication and division, functions (SUM, MAX, MIN, AVERAGE and IF)
- Format spreadsheet
  - Autoformat, bold, italics, shading, text alignment, and format cells
- Create and edit charts
  - Pie, Bar and line graph
- Apply chart features
  - Titles, subtitles, legend, data labels, etc.

**Learner Objective #3: Students will create a database using database features.**

- Define and understand database terminology
- Create and edit a database
  - Enter field names and define attributes
  - Define primary key
  - Insert and delete fields
- 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 create a slide presentation using presentation software features.**

- Define and understand presentation software terminology
- Create and edit a slide show (presentation)
  - Outline, notes and slide view
  - Insert, delete and rearrange slides
  - Insert and manipulate objects in slides
    - Autolayout, title, text, lists, graphs, tables, sounds and graphics
- Apply Custom Animation
- Apply Slide Transition
- Print
  - Slides, handouts, notes, etc.

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

- Define and understand internet terminology
- Enter a URL address
- Search the web using major search engines
- Insert and maintain favorites or bookmarks
- Evaluate a web site for authenticity
- Understand and discuss copyright laws
- Understand the use of e-mail
  - Send, receive, forward, reply, send attachments, open attachments and download attachments
- 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.