Course Title: **CompuScholar: Digital Savvy**
Course ISBN: 978-0-9887070-8-5

Note 1: Arkansas standards were derived from this document:

http://ace.arkansas.gov/cte/informationForms/curriculumFrameworks/Documents/Frameworks/Business/CBA-5-6-10%20Complete.pdf

Note 2: Citation(s) listed may represent a subset of the actual instances where objectives are met throughout the course.

Arkansas ACE: Business and Marketing Technology Standards	
Course Title:	**Computerized Business Applications**
Course/Unit Credit:	1
Course Number:	492120
Grades:	9 - 12

Computerized Business Applications is a two-semester course designed to prepare students with an introduction to business applications that are necessary to live and work in a technological society. Emphasis is given to hardware, concepts, and business uses of applications. The business applications covered are word processing, database, spreadsheet, telecommunications, presentation, and Web page design.

Unit 1: Hardware and Software		**CITATION(S)**
1.1 Define terminology related to hardware and software	1.1.1 Apply terminology related to hardware and software	Chapter 1 Chapter 2
1.2 Identify hardware components of a computer system	1.2.1 Label and define hardware components of a computer system: System unit and Peripherals	Chapter 1
	1.2.2 Explain the care and handling of storage devices	Chapter 1 Chapter 5
	1.2.3 Explain the proper procedures for starting and shutting down the system unit	Chapter 3
1.3 Identify Operating System software	1.3.1 Discuss operating system with emphasis on the specific system used in classroom.	Chapter 3

	1.4.1 Discuss types of application software: Word processing, Spreadsheets, Database, Presentation, E-mail, Accounting	Chapter 2
1.4 Identify Application Software		
1.5 Review file management features	1.5.1 Create a folder and document	Chapter 4
	1.5.2 Move and copy a folder	Chapter 4
	1.5.3 Rename or delete folder	Chapter 4
	1.5.4 Identify application file types: Word processing, Spreadsheet, Database, Presentation	Chapters 4 and 9-11

Unit 2: Word Processing		CITATION(S)
2.1 Define terminology related to word processing	2.1.1 Apply terminology related to creating a word processing document	Chapter 9
2.2 Open/Create and edit one-page and multipage documents	2.2.1 Review business document formats: Letter, Memo, Report, and Table	Chapter 9
	2.2.2 Edit a document using basic features: Font, Point Size, Copy and Paste, Cut and Paste, Drag and Drop, Find and Replace, Spell Check, Thesaurus	Chapter 9
	2.2.3 Format document layout: Margins, Alignment (Left, Rght, Center, Justified, Top, Bottom), Indent, Tab Stops (Left, Right, Center, Decimal), Line Spacing, Paragraphs, Page Breaks	Chapter 9
	2.2.4 Use advanced features: Borders and Shading, Bullets and Numbering, Table, Template, Header, Footer, Sort	Chapter 9
	2.2.5 Examine onscreen document layouts (View); Save, preview, and print document	Chapter 9
2.3 Discuss desktop publishing	2.3.1 Examine desktop publishing documents: Newsletter, Flyer, Brochure	N/A
	2.3.2 Create a document using desktop publishing features: Clip Art, Graphics, Columns, Word/Text Art	N/A

Unit 3: Spreadsheet		CITATION(S)
3.1 Define terminology related to spreadsheets	3.1.1 Apply terminology related to spreadsheets	Chapter 10
3.2 Examine spreadsheet components	3.2.1 Open a spreadsheet	Chapter 10
	3.2.2 Identify the parts of a spreadsheet: active cell, cell, cell reference, column, label, range, row, value, workbook, worksheet	Chapter 10
3.3 Create and edit a spreadsheet	3.3.1 Enter data in a spreadsheet: labels, values, text	Chapter 10
	3.3.2 Edit and format a spreadsheet: alignment, fill, freeze, sort	Chapter 10
	3.3.3 View and print a spreadsheet	Chapter 10
3.4 Perform mathematical calculations using spreadsheet software	3.4.1 Create mathematical formulas using cell references: operators, operands, order of operations, absolute reference, relative reference, mixed reference	Chapter 10
	3.4.2 Create mathematical functions: SUM, AVERAGE, COUNT, MAX, MIN	Chapter 10
3.5 Illustrate data using a chart/graph	3.5.1 Use spreadsheet data to create a chart/graph: line, pie, column	Chapter 10
	3.5.2 Edit and print a chart/graph	Chapter 10

Unit 4: Databases		CITATION(S)
4.1 Define terminology related to databases	4.1.1 Apply terminology to create a database document	Chapter 12
4.2 Examine database components	4.2.1 Open a database	Chapter 12
4.3 Create and edit a database file	4.2.2 Identify database parts: field, record, primary key, table	Chapter 12
4.4 Create database objects	4.3.1 Name and save a database file	Chapter 12
	4.3.2 Design a database table: field name, data type	Chapter 12
	4.3.3 Enter and edit data in a table	Chapter 12
	4.4.1 Generate and run a query	Chapter 12
	4.4.2 Enter and display data in a form	Chapter 12
	4.4.3 Produce a report	Chapter 12

Unit 5: Presentations		CITATION(S)
5.1 Define terminology related to presentation software	5.1.1 Use terminology related to presentation software	Chapter 11
5.2 Create a presentation	5.2.1 Plan and format a presentation: transitions, graphics, animations, design template/theme, slide layout	Chapter 11
5.3 View and print a presentation	5.3.1 Use various view and print options: slides, handouts, notes, outlines, normal view, slide show view, slide sorter view	Chapter 11

Unit 6: Integrating Software		CITATION(S)
6.1 Define terminology related to integrating software	6.1.1 Use terminology related to integrating software	N/A
6.2 Explain software integration	6.2.1 Create a merged document: letter, memo	N/A

Unit 7: Telecommunications		CITATION(S)
7.1 Define terminology related to telecommunications	7.1.1 Use terminology associated with telecommunications	Chapter 6 Chapter 16
7.2 Explain the Internet	7.2.1 Access and explore available resources through the Internet	Chapter 7