

# Business Software Applications



## UNIT 1: Personal Information Management

### ESSENTIAL QUESTION

**How does proper electronic organization positively impact your personal and professional life?**

### BIG IDEAS

Students will:

- Acquire and utilize file and folder management skills.
- Create calendars and schedules.
- Create e-mail messages in accordance with established business standards.
- Understand the importance of password usage and management.

### GUIDING QUESTIONS

- **Content**
  - What is Microsoft OneDrive used for?
  - What is Microsoft Outlook used for in regards to calendaring?
  - What is Microsoft Outlook used for in regards to email?
  - What is video conferencing?
  - What are some key factors to consider when managing your digital files?
- **Process**
  - How can I access my files from school/work remotely?
  - How can video conferencing be implemented into the standards and expectations of business?
  - How can the proper organization of files and folders improve productivity?
- **Reflective**
  - Why is cloud storage beneficial?
  - Why has video conferencing been so useful to businesses?
  - Why do I need to be organized with electronic files/folders

## FOCUS STANDARDS

- **1.1:** Identify PIM applications (e.g., Essential PIM, MS Outlook, Lotus Notes...) and maintain safe and secure user profiles.
- **1.2:** Manage daily/weekly/monthly schedule using applications such as (e.g., Notes, MS Outlook, calendars/schedules.)
- **1.3:** Create reminders for oneself and send notes/informal memos using PIM applications.
- **1.4:** Access email system using login and password functions. Access email messages received.
- **1.5:** Create and send e-mail messages in accordance with established business standards (e.g., grammar, word usage, spelling, sentence structure, clarity) demonstrating knowledge of email etiquette.
- **1.6:** Attach files to end with messages and access and save received attachments.
- **1.7:** Demonstrate knowledge of contamination protection strategies for email.
- **1.8:** Maintain a shared database of contact information.
- **1.9:** Participate in virtual group discussions and meetings.
- **7.1:** Act as a responsible and contributing citizen and employee.
- **7.3:** Apply appropriate academic and technical skills.

## DISTRICT-PROVIDED RESOURCES

- Microsoft OneDrive
- Microsoft Outlook
- Microsoft Office 365 Suite
- Skill-based credentialing

## KEY LEARNING EXPERIENCES

- Students will develop the best way to handle their personal calendars.

# Business Software Applications

## UNIT 2: Word Processing & Presentations



### ESSENTIAL QUESTION

**How does Microsoft Word and PowerPoint enhance professional communications?**

### BIG IDEAS

Students will:

- Create, manage, and edit documents.
- Make text alignments and enhancements.
- Employ formatting skills into presentation software.
- Develop and communicate effective presentations.
- Utilize basic principles of design and layout.

### GUIDING QUESTIONS

- **Content**
  - What is Microsoft Word used for?
  - What is Microsoft PowerPoint used for?
  - What changes can be controlled in a presentation?
  - What are the advanced formatting techniques that can be utilized while using Microsoft Word?
- **Process**
  - How can Word be used with other Microsoft software applications?
  - How can presentation skills be improved over time?
  - How can we create computer presentations in accordance with basic principles of graphic design and visual communication?
- **Reflective**
  - Why would the business world choose Microsoft Office versus Google Tools?
  - Why is it important to create attractive-looking personal and business documents?
  - Why is it important to identify, locate, and utilize the ribbon, tools, menus, and other components of each of the Microsoft Office Applications user-interfaces?
  - Why is it important to identify the target audience, tone, layout, and main idea of a presentation before it is designed in Microsoft PowerPoint?

## FOCUS STANDARDS

- **3.1:** Create/Open Edit and Save documents (e.g., letters, memos, reports) and presentations using existing forms and templates.
- **3.2:** Employ word processing utility tools (e.g., spell checker, grammar checker, Locate/replace data using search and replace functions).
- **3.3:** Format text using basic formatting functions.
- **3.4:** Enhance publications using different fonts, styles, attributes, justification, etc.
- **3.5:** Enhance publications using paint/draw functions.
- **3.6:** Format new desktop publishing files and recognize the advantages and disadvantages of export options.
- **3.7:** Place graphics (e.g., graph, clip art, table) in a document or slide in accordance with basic principles of graphics design and visual communication.
- **3.8:** Prepare publications using desktop and cloud publishing applications.
- **7.2:** Demonstrate effective professional communication skills and practices that enable positive customer relationships.
- **7.5:** Communicate clearly, effectively and with reason.

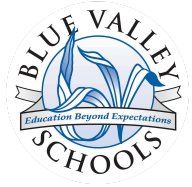
## DISTRICT-PROVIDED RESOURCES

- Microsoft Office 365 Suite
- Skill-based credentialing

## KEY LEARNING EXPERIENCES

- Presentations to teacher and classmates

# Business Software Applications



## UNIT 3: Spreadsheets and Databases

### ESSENTIAL QUESTION

**What is the purpose and uses of Microsoft Excel and other database tools?**

### BIG IDEAS

Students will:

- Create and format spreadsheets and databases.
- Manage and edit data.
- Apply formulas and functions.
- Create charts and objects.

### GUIDING QUESTIONS

- **Content**
  - What is a Microsoft Excel worksheet, and how is it used to summarize and convey data with or without formulas and functions?
  - What are some of the most useful formulas that are available in Microsoft Excel?
  - What is a database?
- **Process**
  - How is formatting used to enhance the readability and understandability of a spreadsheet?
  - How can a table or chart be formatted and how are they used to convey a visual representation and organization of data?
  - How are databases used in business entities?
  - How can spreadsheets be utilized to maintain personal financial health and well-being?
- **Reflective**
  - Why is Microsoft Excel a useful tool for organizing and sorting data?
  - Why are databases usually developed by internal business staff instead of using packaged software applications?

## FOCUS STANDARDS

- **4.1:** Create/Open Edit and Save spreadsheets
- **4.2:** Create charts and graphs from spreadsheets.
- **4.3:** Group worksheets.
- **4.4:** Input/process data using spreadsheet functions.
- **4.5:** Perform calculations using simple formulas.
- **4.6:** Locate/replace data using search and replace functions.
- **4.7:** Process data using database functions (e.g., structure, format, attributes, relationships, keys).
- **4.8:** Perform single- and multiple-table queries (e.g., create, run, save).
- **4.9:** Verify accuracy of output.
- **4.10:** Maintain a shared database of contact information.
- **7.4:** Attend to personal health and financial well-being.

## DISTRICT-PROVIDED RESOURCES

- Microsoft Office 365 Suite
- Skill-based credentialing

## KEY LEARNING EXPERIENCES

- Project Based Learning Experiences

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## UNIT 4: Integrated Business Project

### ESSENTIAL QUESTION

**Why is learning the skill of using several types of Microsoft Office Applications beneficial on a professional level?**

### BIG IDEAS

Students will:

- Acquire and utilize software skills such as word processing, spreadsheets, graphic presentations, and the Windows Operating environments.
- Collaborate with other students to give and receive constructive feedback in order to improve overall results.
- Understand and utilize business and entrepreneurial skills to better understand the operations of business start-ups.

### GUIDING QUESTIONS

- **Content**
  - What skills and knowledge are critical for success in a global economy?
  - What are the benefits of using different applications within Microsoft Office software in order to capitalize on the benefits derived from each of the components?
  - What goes into the decision-making process of a business start-up?
  - What type of documents would be utilized for professional communications?
- **Process**
  - How is formatting used to enhance the readability of a document, publication, worksheet, or graphic presentation?
  - How can well-created documents and graphic presentations aid in promoting effective communication?
- **Reflective**
  - Why should a student or professional be able to evaluate the task at hand and apply the appropriate software application tool?
  - Why is the skill of creating documents, worksheets, publications, and graphic presentations important and beneficial on a personal level and in any career path?

### FOCUS STANDARDS

- **2.3:** Explore the multimedia capabilities of the World Wide Web.

- **2.4:** Bookmark web addresses (URLs).
- **2.5:** Locate information using appropriate search procedures and approaches through a variety of search engines and Boolean logic.
- **2.6:** Access, evaluate accuracy, and compile Internet resource information for a variety of purposes. (e.g., library catalogs, business, technical, commercial. Government, educational).
- **2.7:** Unpack files using compression software. Organize and archive files.
- **6.1:** Demonstrate knowledge of the diverse continuous improvement cycles within industry and their characteristics.
- **7.7:** Demonstrate the use of cross-functional teams in achieving IT project goals.

## DISTRICT-PROVIDED RESOURCES

- Microsoft Office 365 Suite
- Skill-based credentialing

## KEY LEARNING EXPERIENCES

- The Integrated Business Project showcases individual achievement while also utilizing collaboration skills to achieve the best results.



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## UNIT 5: Ethics, Security, & Hardware

### ESSENTIAL QUESTION

**What are the potential consequences of inadequate ethics and security as it relates to business success?**

### BIG IDEAS

Students will:

- Understand the ethics involved and personal accountability when working on computer projects.
- Understand the potential internal and external threats in a business setting in order to minimize potential harm.
- Understand the foundational principles of cyber security and why it is essential in today's digital landscape.
- Define computer terms and apply concepts pertaining to ethics and security.

### GUIDING QUESTIONS

- **Content**
  - What are the most important rights and responsibilities of a digital citizen?
  - What are the key components of a computer system?
- **Process**
  - How can we apply the concepts and skills necessary to complete the real-world task at hand by using the computer, related software, and the Internet?
  - How detrimental can computer viruses be in the operation of a business and how can they be avoided or at least reduced?
- **Reflective**
  - Why is it important to be aware of security standards and the impact it has on businesses?
  - Why is it important to establish an ethical decision making process in a business setting?

### FOCUS STANDARDS

- **2.1:** Test Internet connection.

- **2.2:** Navigate websites using software functions. (e.g., Forward, Back, Go To, Bookmarks). Utilize online tools.
- **5.1:** Demonstrate knowledge of potential internal and external threats to security, Maximize threat reduction.
- **5.2:** Assess exposure to security issues.
- **5.3:** Demonstrate knowledge of virus protection strategy and ability to load virus detection/protection software.
- **5.4:** Identify sources of virus infections and how to remove viruses.
- **5.5:** Report viruses in compliance with company standards.
- **5.6:** Ensure compliance with security rules, regulations, and codes.
- **5.7:** Explore ways to implement countermeasures.
- **5.8:** Implement security procedures in accordance with business ethics.
- **5.9:** Document security procedures.
- **5.10:** Understand how to follow a disaster plan.
- **5.11:** Understand how to utilize backup and recovery procedures.
- **5.12:** Maintain confidentiality.
- **5.13:** Understand how to provide for user authentication (e.g., assign passwords, access level).
- **7.6:** Consider the environmental, social and economic impacts of decisions.
- **7.8:** Demonstrate positive cyber citizenry by applying industry accepted ethical practices and behaviors.

## DISTRICT-PROVIDED RESOURCES

- Microsoft Office 365 Suite
- Skill-based credentialing

## KEY LEARNING EXPERIENCES

- Project Based Learning Experiences