

ND BUSINESS EDUCATION FRAMEWORKS

Computer Applications 9-12

Course Code	Course Name/Description	Grade Levels	Accreditation Time/Credit Options
14024 Prerequisite of Keyboarding or Equivalent Skill	Computer Applications - A course designed to learn and practice skills in various computer applications, using various input and output devices, in order to gather information, design, present, and evaluate projects. The course will include ethical uses of computers and information. The course would be helpful for all students.	9-12	½ or 1 credit*
Topic	Standards		
<ul style="list-style-type: none"> ● Utilize optimal performance in keyboarding techniques and input techniques 	<ul style="list-style-type: none"> ● Demonstrate basic keyboarding and computer functions (4.3.1.2) ● Enter and manipulate numeric data using the touch method on a 10-key pad (8.5.1.6) ● Compose documents using a variety of input technologies (8.5.1.8) 		
<ul style="list-style-type: none"> ● Application software (e.g., word processing, spreadsheets, database, presentation, web authoring) 	<ul style="list-style-type: none"> ● Use word processing software to demonstrate functions including creating, modifying, storing, retrieving, and printing (8.4.1.2) ● Compose and produce a variety of business messages and reports (e.g., letters, memos, faxes, envelopes, and labels) using correct style, format, mailability and content (4.1.3.28) ● Proofread and edit documents for accuracy, content, and correct grammar (8.4.1.7) ● Demonstrate proper use of drawing tools (8.4.1.10) ● Demonstrate integration procedures to create merge documents and linked documents (8.4.1.12) 		

	<ul style="list-style-type: none"> ● Use spreadsheet software to demonstrate file functions, including creating, saving, loading, and printing (8.4.2.3) ● Create simple graphs and charts (8.4.2.6) ● Design and enter formulas that permit users to ask “what if” questions to analyze spreadsheet data (8.4.2.12) ● Create, customize, and format charts and graphs (8.4.2.14) ● Explain the purposes, functions, and common features of presentation and multimedia software (8.4.4.5)
<ul style="list-style-type: none"> ● Internet and computer etiquette and safety 	<ul style="list-style-type: none"> ● Discuss dangers of Internet predators (4.3.1.13) ● Discuss and identify ways to keep business data secure (4.3.1.17) ● Discuss the risks of identity theft (4.3.1.20) ● Evaluate messages and select the appropriate technology for transmitting them (4.3.1.21) ● Discuss appropriate and safe online behavior (4.3.1.23) ● Address the ethical issues regarding ownership and use of digitally generated information including plagiarism and copyright issues (4.3.1.25) ● Identify and discuss privacy issues within an organization (8.10.1.4)
<ul style="list-style-type: none"> ● Follow proper procedures for submitting projects 	<ul style="list-style-type: none"> ● Manage files and folders (8.3.1.2)
<ul style="list-style-type: none"> ● Basic components of computer hardware/ software used 	<ul style="list-style-type: none"> ● Explain the purpose, operation, and care of hardware components (8.2.1.3) ● Compare and contrast various storage options (e.g., local, removable, remote) (8.2.1.8) ● Describe various types of operating systems and utilities (8.3.1.5)

	<ul style="list-style-type: none">● Adhere to safety and security policies (e.g., acceptable use policy, web page policies, and student photo policies) (8.10.1.1)● Adhere to federal and state laws that apply to safety and security, including laws pertaining to copyright, computer crime, fraud, and abuse (8.10.1.2)
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*Essential Frameworks Standards listed are designed for a ½ credit class. If the class is offered for an entire credit, please use the Business Education Standards for Computer Applications to expand the essential content.