

ND BUSINESS EDUCATION FRAMEWORKS

Business Computer Applications

Course Code	Course Name/Course Description	Grade Levels	High School Credit Options
14024	<p>Business Computer Applications: Students will continue to develop skills in various computer applications and 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.</p> <p>Prerequisite: Keyboarding or equivalent skill</p>	9-12	1/2 or 1 credit
Topic	Performance Expectations		
Input Techniques	<ul style="list-style-type: none"> ● Develop proper input techniques (e.g., keyboarding, voice recognition, hand-writing recognition, virtual keypad, and the use of a multi-touch screen, mouse/pad, or stylus (7.6.1.1) (Level 1) ● Identify appropriate input technology for various tasks (7.6.1.2) (Level 1) ● Use a variety of input technologies to optimize academic and workplace performance (7.6.1.6) 		
Application Types	<ul style="list-style-type: none"> ● Use basic applications (word processing, spreadsheets, presentations, and graphics) (4.1d.1.5) (Level 1) ● Integrate functions of word processing, spreadsheets, databases, and presentation applications to various workplace scenarios (4.1d.1.16) ● Apply a variety of specific proofreading techniques to identify and correct errors (4.3a.1.24) ● Apply correct formats to various business messages (4.3b.1.12) ● Prepare charts and graphs (4.3b.1.14) ● Use multiple technology tools to deliver presentations (4.4b.1.13) ● Use applications to analyze data for making good business decisions (7.7.1.16) 		
Internet and Computer Etiquette and Safety	<ul style="list-style-type: none"> ● Evaluate the proper technology tool to communicate information based on audience and context (4.1d.1.15) ● Document properly both print and electronic digital sources to avoid plagiarism (4.3a.1.14) ● Identify specific steps that consumers can take to minimize their exposure to identity theft (5.16.1.25) 		

	<ul style="list-style-type: none"> ● Explore the risks and dangers of sharing personal information in a digital world (e.g., digital footprint cyberbullying) (7.3.1.2) ● Explore the possibilities and perils of digital communications (7.3.1.3) ● Discuss and apply Internet safety practices (7.3.1.4) ● Discuss basic issues related to responsible use of technology and describe personal or legal consequences of inappropriate use (7.3.1.6) ● Identify and discuss privacy issues within an organization (7.15.1.1) ● Discuss the risks of data loss and methods of prevention (7.15.1.3)
Storage Management	<ul style="list-style-type: none"> ● Manage files and folders (7.5.1.2)
Digital Citizenship	<ul style="list-style-type: none"> ● Discuss copyright rules, creative commons, and regulations (e.g., images, music, video, software) (7.2.1.6) ● Review acceptable use policies for legal and ethical use of information (7.3.1.14) ● Explain the purpose, operation, and care of devices and components (7.4.1.5) (Level 1) ● Compare and contrast various storage options (e.g., local, removable, remote, cloud) (7.4.1.11) ● Describe various operating systems and utilities (e.g., Android, iPhone system, Chrome, open source) (7.5.1.3)