

ND BUSINESS EDUCATION FRAMEWORKS

Spreadsheets

Course Code	Course Name/Description	Grade Levels	High School Credit Options
14025	<p>Spreadsheets: Students will be introduced to spreadsheet software/applications to analyze business trends, solve problems for business, and personal use. This course will include the design and use of worksheets, writing formulas, analyzing data, charting data, managing data, using pivot charts/tables, creating macros, and displaying information on web pages.</p> <p>Prerequisite: Keyboarding or Business Computer Applications</p>	9-12	1/4 or 1/2
Topic	Performance Expectations		
Spreadsheet Formats	<ul style="list-style-type: none"> • Use basic applications (word processing, spreadsheets, presentations, and graphics) (4.1d.1.5) (Level 1) • Detect when information and data is used inappropriately to distort meaning (4.1c.1.12) • Integrate functions of word processing, spreadsheets, databases, and presentation applications to various workplace scenarios (4.1d.1.16) • Enhance documents through the use of advanced layout, design, and graphics (4.1d.1.25) • Prepare charts and graphs (4.3b.1.4) • Compose reports and summaries using appropriate documentation styles (4.3b.1.8) • Prepare informal and formal reports using professional format and appropriate supporting graphics (4.3b.1.18) • Analyze and use mathematical and/or statistical methods to manipulate data into useful information (7.2.1.13) • Present analyzed information in a meaningful format (7.2.1.14) • Use applications to analyze data for making good business decisions (7.7.1.16) • Obtain software industry certification(s) needed for a chosen career path (7.7.1.17) • Create, modify, and extract data from data bases for decision making (7.10.1.5) • Organize and present the results of data retrieval through reports (7.10.1.7) 		
Ethical Use of Technology	<ul style="list-style-type: none"> • Identify ethical and legal issues regarding the use of digital information (4.1d.1.26) • Discuss copyright rules, creative commons, and regulations (e.g., images, music, video, software) (7.2.1.6) • Explain plagiarism and its consequences (7.1.1.7) • Explain the consequences of illegal and unethical use of information technologies (7.3.1.7) • Demonstrate respectful and responsible use and creation of media and technology (7.3.1.8) 		

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| | <ul style="list-style-type: none">• Demonstrate the appropriate and legal use of intellectual property (7.3.1.9)• Demonstrate legal and ethical behaviors when using information technologies (7.3.1.10)• Review acceptable use policies for legal and ethical use of information (7.3.1.14)• Implement organization policies and procedures dealing with legal and ethical issues (7.3.1.18)• Read, interpret, and adhere to software license agreements and legal mandates (7.3.1.20)• Identify and discuss privacy issues within an organization (7.15.1.1)• Implement organizational policies and procedures for security, privacy, and risk management (7.15.1.2) |
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