

# Idaho PTE Business Education Course w/Essential Learning Outcomes

Course Title

BUSINESS COMPUTER APPLICATIONS I

SDPTE Course ID

BE 0310

IBED

IBED 10005

A course designed to introduce students to the use of industry standard computer applications used for solving business problems. Career awareness, employment skills, and contextualized business problems represent the theme of the course. Topics include an introduction to operating systems and file management; the use of word processing software for purposes of creating basic business documents; the use of spreadsheet software for storing data and solving mathematically based problems; and the use of presentation software to support the delivery of effective presentations.

Term

Semester /Trimester

Preq

BE 0022 / BE 0110

Notes:

## **Career Development CDev\_1: Demonstrate Knowledge of Self-Awareness**

CDev\_1.1 Assess personal skills, abilities, and aptitudes as they relate to career exploration and development.

## **Career Development CDev\_4: Demonstrate Knowledge of Career Strategy**

CDev\_4.1 Apply knowledge gained from individual assessment to a comprehensive set of goals and an individual career plan.

CDev\_4.3 Develop an individual career plan.

## **Communications Comm\_1: Demonstrate Knowledge of Foundations of Communications**

Comm\_1.3 Communicate in a written format in a clear, courteous, concise, and correct manner on personal and professional levels.

## **Communications Comm\_3: Demonstrate Knowledge of Technological Communications**

Comm\_3.1 Use technology to enhance the effectiveness of communications.

## **Computation Comp\_1: Demonstrate Knowledge of Mathematical Foundations for All Computational Skills and Concepts**

Comp\_1.1 Apply basic mathematical operations to solve problems.

## **Computation Comp\_2: Demonstrate Knowledge of Number Relationships and Operations**

Comp\_2.1 Solve problems containing whole numbers, decimals, fractions, percents, ratios, and proportions.

## **Information Systems IS\_1: Demonstrate Knowledge of the Foundations of Information Systems**

IS\_1.1 Identify and use various input technologies that include keyboarding, voice recognition, handwriting recognition, optical character recognition, and other forms of emerging input technologies.

IS\_1.2 Demonstrate a knowledge of computers and the ability to use them.

IS\_1.3 Identify the need for applications of technology in business, industry, society and on a global scale.

## **Information Systems IS\_2: Demonstrate Knowledge of Industry Standard Software Applications**

IS\_2.1 Select and apply word processing software.

IS\_2.2 Select and apply spreadsheet software.

IS\_2.4 Select and use multimedia software to create media rich projects.

## **Information Systems IS\_3: Demonstrate Knowledge of Common Applications of Information Systems**

IS\_3.1 Identify, select, evaluate, and use application software.

## **Information Systems IS\_6: Demonstrate Knowledge of Adaptations for Students with Special Needs**

IS\_6.1 Select and apply information for special needs students.

## **Information Systems IS\_7: Demonstrate Knowledge of Information Systems Ethical Issues**

# Idaho PTE Business Education Course w/Essential Learning Outcomes

Course Title

BUSINESS COMPUTER APPLICATIONS I

SDPTE Course ID

BE 0310

IBED

IBED 10005

---

IS\_7.1 Establish and use a personal code of ethics for information systems use and management.

---

**Information Systems IS\_10: Demonstrate Knowledge of Operating Systems, Environments, and Utilities**

IS\_10.1 Identify, select, evaluate, use, install, upgrade, customize, diagnose and solve problems with various types of operating systems, environments, and utilities.

---