

# Idaho PTE Business Education Course w/Essential Learning Outcomes

Course Title

BUSINESS COMPUTER APPLICATIONS II

SDPTE Course ID

BE 0320

IBED

10005

A course designed to build on the skills and knowledge established in Business Computer Applications I. Information and data management, retrieval, merging, and presentation represent the framework of the course. Topics include an introduction to database applications, the use of word processing software for creating complex business documents and reports, and the use of spreadsheet software for solving mathematically based problems involving business finance.

Term Semester/Trimester

Preq

BE 0310

Notes:

## **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.

## **Communications Comm\_5: Demonstrate Knowledge of Organizational Communications**

Comm\_5.5 Incorporate standards of personal ethics to communicate effectively with various business constituencies.

## **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.

## **Computation Comp\_3: Demonstrate Knowledge of Patterns, Functions, and Algebra**

Comp\_3.1 Use algebraic operations to solve problems.

## **Computation Comp\_5: Demonstrate Knowledge of Statistics and Probability**

Comp\_5.1 Analyze and interpret data using common statistical procedures.

## **Computation Comp\_6: Demonstrate Knowledge of Problem-Solving Applications**

Comp\_6.1 Use mathematical terminology and procedures to analyze and solve business problems for such areas as taxation.

Comp\_6.2 Use mathematical procedures to analyze and solve business problems for savings and investment.

Comp\_6.3 Use mathematical procedures to analyze and solve business problems for payroll records.

Comp\_6.4 Use mathematical procedures to analyze and solve business problems for cash management.

Comp\_6.5 Use mathematical procedures to analyze and solve business problems for financial statements.

Comp\_6.6 Use mathematical procedures to analyze and solve business problems for credit management.

Comp\_6.7 Use mathematical procedures to analyze and solve business problems for purchases.

Comp\_6.8 Use mathematical procedures to analyze and solve business problems for sales.

Comp\_6.9 Use mathematical procedures to analyze and solve business problems for inventory records.

Comp\_6.10 Use mathematical procedures to analyze and solve business problems for depreciation, cost recovery, and depletion.

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

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

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## **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\_2.3 Select and apply database software.
  - IS\_2.4 Select and use multimedia software to create media rich projects.
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## **Information Systems IS\_3: Demonstrate Knowledge of Common Applications of Information Systems**

- IS\_3.1 Identify, select, evaluate, and use application software.
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## **Information Systems IS\_4: Demonstrate Knowledge of File and Database Management Systems**

- IS\_4.1 Enter, sort, retrieve, and evaluate data from databases.
  - IS\_4.2 Plan, develop, and modify file specifications and database schema.
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## **Information Systems IS\_6: Demonstrate Knowledge of Adaptations for Students with Special Needs**

- IS\_6.1 Select and apply information for special needs students.
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## **Information Systems IS\_7: Demonstrate Knowledge of Information Systems Ethical Issues**

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