

Idaho PTE Business Education Course w/Essential Learning Outcomes

Course Title

BUSINESS COMPUTER APPLICATIONS III

SDPTE Course ID

BE 0330

IBED

10005

A course designed to build on the skills and knowledge established in Business Computer Applications II. Solving business problems that require advanced use and integration of productivity applications for data management, data analysis, and information presentation represent the framework of the course. The course includes an examination of career and industry certification opportunities as they relate to the skills and knowledge acquired.

Term Semester/Trimester

Preq

BE 0310/BE 0320

Notes:

Business Law BLaw_7: Demonstrate Knowledge of Computer Law

- BLaw_7.1 Explain how the advances in computer technology impact upon such areas as property law, contract law, criminal law, and international law.

Career Development CDev_2: Demonstrate Knowledge of Career Research

- CDev_2.1 Utilize career resources to develop a knowledge base of career information.
CDev_2.2 Utilize a Career Information Database to prepare a career portfolio.
CDev_2.3 Demonstrate an understanding of career opportunities at an international level.

Career Development CDev_3: Demonstrate Knowledge of Workplace Expectations

- CDev_3.1 Relate work ethic to career development.
CDev_3.2 Relate workplace relationships to career development.
CDev_3.3 Relate workplace diversity to career development.
CDev_3.4 Relate workplace communication skills to career development.

Career Development CDev_4: Demonstrate Knowledge of Career Strategy

- CDev_4.2 Demonstrate an understanding of the goal setting process through setting short- and long-term career goals.
CDev_4.3 Develop an individual career plan.

Career Development CDev_5: Demonstrate Knowledge of School-to-Work Transition

- CDev_5.1 Utilize different workplace experiences to make an effective transition from school to work.
CDev_5.2 Develop an employment portfolio.
CDev_5.3 Develop strategies to search for jobs of interest.
CDev_5.4 Demonstrate an understanding of all elements involved in the job application process.

Communications Comm_1: Demonstrate Knowledge of Foundations of Communications

- Comm_1.2 Obtain and interpret information through reading.
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_4: Demonstrate Knowledge of Employment Communications

- Comm_4.1 Integrate all forms of communication in the successful pursuit of a career.

Computation Comp_5: Demonstrate Knowledge of Statistics and Probability

- Comp_5.1 Analyze and interpret data using common statistical procedures.

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Computation *Comp_6: Demonstrate Knowledge of Problem-Solving Applications*

Comp_6.5 Use mathematical procedures to analyze and solve business problems for financial statements.

Economics and Personal Finance *EcPF_15: Demonstrate Knowledge of Making Career Choices*

EcPF_15.1 Relate personal interests, wants and abilities to career choices and assess how conditions in the labor market may affect career choices.

Entrepreneurship *Entr_5: Demonstrate Knowledge of Accounting*

Entr_5.1 Explain why it is important to keep appropriate records to make business decisions.

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.

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.

Information Systems *IS_3: Demonstrate Knowledge of Common Applications of Information Systems*

IS_3.1 Identify, select, evaluate, and use application software.

IS_3.2 Install, upgrade, and customize application software.

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.

Information Systems *IS_6: Demonstrate Knowledge of Adaptations for Students with Special Needs*

IS_6.1 Select and apply information for special needs students.

IS_6.2 Select and apply information systems across the curriculum.

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.

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.

Information Systems *IS_15: Demonstrate Knowledge of Database Design*

IS_15.1 Demonstrate knowledge and the use of Elements for Database Design.

IS_15.5 Demonstrate knowledge and apply modeling change in a database design.

Information Systems *IS_14: Demonstrate Knowledge of Information Systems Careers*

IS_14.1 Describe positions and career paths in information systems.

Information Systems *IS_16: Demonstrate Knowledge of Database SQL Programming*

IS_16.13 Demonstrate ability to use Database Objects.

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IS_16.14 Explain Basic Database Systems and the need for Database Security.

Management Mgmt_3: Demonstrate Knowledge of Financial Decision Making

Mgmt_3.2 Analyze financial data in order to make long-term and short-term plans.

Management Mgmt_7: Demonstrate Knowledge of General Management skills

Mgmt_7.2 Describe and use technology as it relates to the management process.

Management Mgmt_11: Demonstrate Knowledge of Operations Management

Mgmt_11.3 Apply generally accepted operations management principles and procedures to managing inventory.
