

# Idaho PTE Business Education Course with Essential Learning Outcomes and Learning Indicators

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
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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.

Learning Indicator: CDev_1.1.1	List positive characteristics about yourself
Learning Indicator: CDev_1.1.2	Identify personal likes and dislikes
Learning Indicator: CDev_1.1.3	Identify individual talents and interests
Learning Indicator: CDev_1.1.4	Identify personal, physical, and mental characteristics
Learning Indicator: CDev_1.1.5	Complete a series of standardized interest and career identification tests
Learning Indicator: CDev_1.1.6	Compare personal skills and aptitudes with various career options
Learning Indicator: CDev_1.1.7	Assess and analyze personal talents and interests as they may relate to a future career
Learning Indicator: CDev_1.1.8	Correlate personal, physical, and mental characteristics with the requirements of various career opportunities
Learning Indicator: CDev_1.1.9	Demonstrate a realistic understanding of self
Learning Indicator: CDev_1.1.10	Determine attitudes needed for career success
Learning Indicator: CDev_1.1.11	Model the concepts of honesty and dependability
Learning Indicator: CDev_1.1.12	Provide examples of how feelings and actions of oneself are influenced by other's behaviors
Learning Indicator: CDev_1.1.13	Demonstrate and practice the steps involved in resolving a conflict/stress situation
Learning Indicator: CDev_1.1.14	Demonstrate the ability to use mediation techniques based on peer feedback
Learning Indicator: CDev_1.1.15	Demonstrate ability to adapt to change

## 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.

Learning Indicator: CDev_4.1.1	Identify likes and dislikes of home and school responsibilities
Learning Indicator: CDev_4.1.2	Relate information derived from self-assessment to career areas involving data, people, and/or things
Learning Indicator: CDev_4.1.3	Relate the importance of career, family, and leisure activities to social and economic well-being
Learning Indicator: CDev_4.1.4	Describe the relationship of assessed interests, aptitudes, and abilities to academic and occupational skills
Learning Indicator: CDev_4.1.5	Apply career goals, skills, and interests to selection of high school courses
Learning Indicator: CDev_4.1.6	Explain how decisions regarding education and work impact major life decisions
Learning Indicator: CDev_4.1.7	Identify considerations for making responsible educational and occupational choices

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Learning Indicator: CDev_4.1.8	Identify sources of financial assistance
Learning Indicator: CDev_4.1.9	Complete the steps required to apply for financial assistance
Learning Indicator: CDev_4.1.10	Develop an action plan to transition from postsecondary education to work
<b>CDev_4.3</b>	<b>Develop an individual career plan.</b>
Learning Indicator: CDev_4.3.1	Explain the importance of planning
Learning Indicator: CDev_4.3.2	Develop a career plan that includes the investigation of career clusters
Learning Indicator: CDev_4.3.3	Design a career plan that includes self-assessment, research, career alternatives, and high school course options
Learning Indicator: CDev_4.3.4	Create and implement a career plan that includes the required steps to transition from high school to post secondary education/training or the workplace
Learning Indicator: CDev_4.3.5	Explore appropriate employment opportunities and further education
Learning Indicator: CDev_4.3.6	Continue to revise and update one's career plan

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

<b>Comm_1.3</b>	<b>Communicate in a written format in a clear, courteous, concise, and correct manner on personal and professional levels.</b>
Learning Indicator: Comm_1.3.1	Discuss the importance of correct spelling, grammar, word usage, mechanics, and legible writing
Learning Indicator: Comm_1.3.2	Write logical, coherent phrases, sentences, and paragraphs incorporating correct grammar, mechanics, and word usage
Learning Indicator: Comm_1.3.3	Compose simple requests for information, reports, and summaries; edit and revise written work
Learning Indicator: Comm_1.3.4	Outline to facilitate logical and understandable written documents
Learning Indicator: Comm_1.3.5	Use acceptable standards for grammar, mechanics, and word usage
Learning Indicator: Comm_1.3.6	Write coherent business correspondence, instructions, descriptions, summaries, and reports using appropriate formats
Learning Indicator: Comm_1.3.7	Proofread documents to ensure correct grammar, spelling, and punctuation
Learning Indicator: Comm_1.3.8	Distinguish between paraphrasing, documentation, and plagiarism; use proper documentation procedures to avoid plagiarism
Learning Indicator: Comm_1.3.9	Demonstrate a sensitivity to language bias (e.g., sexist, gender, race, religious, physically challenged, etc.) and avoid use of language bias
Learning Indicator: Comm_1.3.10	Use note taking skills incorporating critical listening and reading techniques
Learning Indicator: Comm_1.3.11	Identify factors affecting the readability of text
Learning Indicator: Comm_1.3.12	Compare drafts to final documents and make editorial changes
Learning Indicator: Comm_1.3.13	Proofread business documents to ensure that they are clear, correct, concise, complete, consistent, and courteous
Learning Indicator: Comm_1.3.14	Compose messages that promote positive human behavior
Learning Indicator: Comm_1.3.15	Use a wide variety of references and resources (both electronic and printed) for the purpose of writing business documents
Learning Indicator: Comm_1.3.16	Write formal and informal reports using suitable format supported by appropriate graphic aids
Learning Indicator: Comm_1.3.17	Use the direct or indirect approach in appropriate correspondence situations

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Learning Indicator: Comm_1.3.18	Analyze and respond in writing to routine business problems both individually and collaboratively
Learning Indicator: Comm_1.3.19	Write business communications that are sensitive to multicultural situations
Learning Indicator: Comm_1.3.20	Write appropriate messages for specific audiences, i.e., using empathy in a message, or addressing specific needed improvements
Learning Indicator: Comm_1.3.21	Write business communications that reflect international differences and address current practice and protocol

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

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

Learning Indicator: Comm_3.1.1	Demonstrate proper telephone etiquette, including cellular phones
Learning Indicator: Comm_3.1.2	Demonstrate basic keyboarding and computer functions
Learning Indicator: Comm_3.1.3	Use basic software applications (e.g., word processing, spreadsheets, etc.)
Learning Indicator: Comm_3.1.4	Use CD-ROMs, laser disks, videos, and modems for knowledge acquisition
Learning Indicator: Comm_3.1.5	Project a positive first impression on the telephone
Learning Indicator: Comm_3.1.6	Use the telephone to gather personal and consumer information
Learning Indicator: Comm_3.1.7	Use basic functions of databases, spreadsheets, and programming languages by formatting documents
Learning Indicator: Comm_3.1.8	Refine documents using an electronic spell checker, a thesaurus and a grammar checker
Learning Indicator: Comm_3.1.9	Use a wide variety of references and research resources such as electronic bulletin boards and information services
Learning Indicator: Comm_3.1.10	Operate electronic message technologies to include voice mail, conference calls, pagers, and e-mail
Learning Indicator: Comm_3.1.11	Use computer networks (e.g., communicating computers, Internet, or on-line databases) to facilitate collaborative or individual learning and communicating
Learning Indicator: Comm_3.1.12	Discuss the use of the following communication systems: WATS lines, LAN systems, cellular technology, and voice recognition dictation
Learning Indicator: Comm_3.1.13	Enhance documents through the use of advanced layout, design, and graphics production software and scanning hardware
Learning Indicator: Comm_3.1.14	Address the ethical issues regarding ownership of information generated electronically
Learning Indicator: Comm_3.1.15	Apply the rules of electronic messaging etiquette
Learning Indicator: Comm_3.1.16	Evaluate the select messages which may be addressed best by electronic media
Learning Indicator: Comm_3.1.17	Incorporate the use of international electronic resources such as the Internet to complete higher level projects
Learning Indicator: Comm_3.1.18	Use techniques to protect confidential messages that are transmitted via technology to avoid identity theft

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

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

Learning Indicator: Comp_1.1.1	Determine the correct mathematical process to use for various problem situations and use formulas when appropriate
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Learning Indicator: Comp_1.1.2	Select and use appropriate tools when solving problems (e.g., paper, pencil, manipulatives, calculators, computer numerical keypad, and spreadsheets)
Learning Indicator: Comp_1.1.3	Define and use appropriate mathematical symbols for given problems
Learning Indicator: Comp_1.1.4	Round numbers for estimation and other purposes
Learning Indicator: Comp_1.1.5	Estimate and then calculate answers to problems using addition, subtraction, multiplication, and division
Learning Indicator: Comp_1.1.6	Compare computed result with estimated result to determine the reasonableness of the solution
Learning Indicator: Comp_1.1.7	Explain relationships between mathematical processes
Learning Indicator: Comp_1.1.8	Communicate understanding of problems through oral and written assessment

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

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

Learning Indicator: Comp_2.1.1	Solve problems that involve whole numbers, decimals, and fractions including use of appropriate conversions when necessary (e.g., fractions to decimals or decimals to fractions)
Learning Indicator: Comp_2.1.2	Solve problems that involve percents, ratios, and proportions including use of appropriate conversions when necessary (e.g., decimals to percents, percents to decimals, or ratios to percents)

## 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.

Learning Indicator: IS_1.1.1	Develop proper input techniques for the keyboard and 10-key pad
Learning Indicator: IS_1.1.2	Build keyboarding skills, including speed and accuracy
Learning Indicator: IS_1.1.3	Master touch-keying for letter, punctuation, numeric, and symbol keys
Learning Indicator: IS_1.1.4	Apply proofreading skills
Learning Indicator: IS_1.1.5	Select and apply various appropriate input technologies such as image and text scanning, voice recognition, handwriting recognition, digital cameras, student response systems, touch screen mouse or stylus and tablet forms of input
Learning Indicator: IS_1.1.6	Develop proper input techniques for emerging technologies to optimize performance in composing documents
Learning Indicator: IS_1.1.7	Describe ergonomic issues and recognize how to prevent repetitive stress injuries related to input technologies
Learning Indicator: IS_1.1.8	Demonstrate proper safety techniques using input technologies (e.g., burning and copying media and DVD's)
Learning Indicator: IS_1.1.9	Organize and arrange workspace area

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

Learning Indicator: IS_1.2.1	Describe how to cold boot (start up) and warm boot (restart/reset) a computer. Explain the difference. Which should be attempted first?
Learning Indicator: IS_1.2.2	Identify (list) the basic components of your computer system and peripherals

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Learning Indicator: IS\_1.2.3 Define, explain or demonstrate written knowledge of the following components: Ports Modem, RAM, CPU, Mouse, File Server, Network (LAN & WAN), Serial Ports, Parallel Ports, Operating Systems, Files, Folders, Subfolders, Hard Drive, Storage Disks, CD-ROM, Zip Drives, LCD Displays

Learning Indicator: IS\_1.2.4 List and describe the different types of printers available and their main differences

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

Learning Indicator: IS\_1.3.1 Demonstrate the ability to access information regarding applications of computers and technology in business, industry, society and on a global scale

Learning Indicator: IS\_1.3.2 Cite uses of computer and technology in business, industry, society and on a global scale

Learning Indicator: IS\_1.3.3 Create a brief list of business, industry, society and global references and sources where information about applications of computers and technology can be found

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

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

Learning Indicator: IS\_2.1.1 Explain the purposes, functions, and common features of word processing software

Learning Indicator: IS\_2.1.2 Explain the meaning of common word processing terminology

Learning Indicator: IS\_2.1.3 Sequence and define steps of an information processing cycle

Learning Indicator: IS\_2.1.4 Use word processing software to demonstrate file functions including creating, modifying, storing, retrieving, printing, and merging documents

Learning Indicator: IS\_2.1.5 Demonstrate editing functions including cutting, pasting, importing and exporting text and graphics

Learning Indicator: IS\_2.1.6 Apply layout and insert functions including tabs, margins, hanging indents, word-wrap, columns, headers/footers, and tables

Learning Indicator: IS\_2.1.7 Apply formatting functions including fonts, sizes, styles, and positioning

Learning Indicator: IS\_2.1.8 Apply word processing functions including spell checking, thesaurus, grammar checking, and the help functions of the software

Learning Indicator: IS\_2.1.9 Proofread and edit documents for accuracy and content, and for correct grammar, spelling, and punctuation

Learning Indicator: IS\_2.1.10 Input, edit, store, and output letters, memorandums, tables, and reports

Learning Indicator: IS\_2.1.11 Use an office operations manual

### IS\_2.2 Select and apply spreadsheet software.

Learning Indicator: IS\_2.2.1 Explain the purposes, functions, and common features of spreadsheet software

Learning Indicator: IS\_2.2.2 Explain the meaning of common spreadsheet terms

Learning Indicator: IS\_2.2.3 Use spreadsheet software to demonstrate file functions including creating, saving, loading, printing, and merging documents

Learning Indicator: IS\_2.2.4 Demonstrate editing functions including inserting, cutting, pasting, and importing of text into spreadsheets

Learning Indicator: IS\_2.2.5 Apply formatting functions including fonts, styles, size, and formulas

Learning Indicator: IS\_2.2.6 Apply layout functions including columns, rows, and sheets

Learning Indicator: IS\_2.2.7 Demonstrate ability to apply tool functions including sorting, navigating, and searching

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Learning Indicator: IS_2.2.8	Apply tools including spell checking, thesaurus, grammar checking, and the help functions of the software
Learning Indicator: IS_2.2.9	Design and enter common formulas that permit users to analyze spreadsheet data
Learning Indicator: IS_2.2.10	Test spreadsheet formulas and design for accuracy

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

Learning Indicator: IS_2.4.1	Select and apply multimedia software appropriate for specific tasks
Learning Indicator: IS_2.4.2	Explore three emerging multimedia software programs and identify differences
Learning Indicator: IS_2.4.3	Create multimedia projects collaboratively
Learning Indicator: IS_2.4.4	Identify and select appropriate multimedia file formats and properties
Learning Indicator: IS_2.4.5	Create multimedia content and prepare it for delivery
Learning Indicator: IS_2.4.6	Configure multimedia delivery tools

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

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

Learning Indicator: IS_3.1.1	Identify the types of application software and explain their purpose or use
Learning Indicator: IS_3.1.2	Select application software types appropriate for specific tasks
Learning Indicator: IS_3.1.3	Describe emerging application software
Learning Indicator: IS_3.1.4	Use reference materials, such as on-line help, vendor bulletin boards, tutorials, and manuals available for application software
Learning Indicator: IS_3.1.5	Identify, select, and apply the features of software products, such as galleries, templates, and macros
Learning Indicator: IS_3.1.6	Evaluate application software products in terms of their features
Learning Indicator: IS_3.1.7	Select application software products appropriate to various computer platforms
Learning Indicator: IS_3.1.8	Import and export text, data, and images between software programs

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

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

Learning Indicator: IS_6.1.1	Demonstrate knowledge of sources of information regarding adaptation of instruction for students with special needs
Learning Indicator: IS_6.1.2	Demonstrate knowledge of basic adaptive devices for students with special needs including alternate display and input technologies

## 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.

Learning Indicator: IS_7.1.1	Identify and explain property, privacy, access, and accuracy issues pertaining to information systems
Learning Indicator: IS_7.1.2	Analyze various information systems to distinguish ethical issues and problems
Learning Indicator: IS_7.1.3	Develop a code of ethics for information systems
Learning Indicator: IS_7.1.4	Apply ethical considerations to the operation and management of information systems common to organizations

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Learning Indicator: IS\_7.1.5 Demonstrate knowledge of laws and statutes relative to use of technology including copyright, equal access, fair use, educational opportunity, and least restrictive learning environment

Learning Indicator: IS\_7.1.6 Discuss ethical and human issues relative to the use of technology in schools

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### *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.**

Learning Indicator: IS\_10.1.1 Describe various types of operating systems, environments, and utilities

Learning Indicator: IS\_10.1.2 Describe emerging operating systems technology

Learning Indicator: IS\_10.1.3 Perform "start-up" procedures on a computer system

Learning Indicator: IS\_10.1.4 Use operating system commands

Learning Indicator: IS\_10.1.5 Demonstrate a knowledge of operating systems/languages

Learning Indicator: IS\_10.1.6 Prepare flow charts for business applications

Learning Indicator: IS\_10.1.7 Import, export, and merge data stored in different formats

Learning Indicator: IS\_10.1.8 Compare and contrast the functions and features of different operating systems, environments, and utilities

Learning Indicator: IS\_10.1.9 Select operating systems, environments, and utilities appropriate to specific hardware and software

Learning Indicator: IS\_10.1.10 Organize and maintain directories and files using various operating systems

Learning Indicator: IS\_10.1.12 Diagnose and repair installation and operational problems of operating systems, environments, and utilities

Learning Indicator: IS\_10.1.11 Install operating systems, environments, and utilities

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