

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

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
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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.**

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
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

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## 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

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

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

Learning Indicator: Comm_5.5.1	Discuss common types of unethical behavior in the workplace
Learning Indicator: Comm_5.5.2	Define ethics and identify the process by which individuals develop the foundation for making ethical decisions
Learning Indicator: Comm_5.5.3	Discuss the importance of taking moral responsibility for all oral and written communications and actions taken
Learning Indicator: Comm_5.5.4	Solve problems using techniques which include considerations of personal and ethical values

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## 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

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)

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

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

Learning Indicator: Comp\_3.1.1 Recognize, describe, and predict patterns of data

Learning Indicator: Comp\_3.1.2 Construct and solve an algebraic equation for a given problem

Learning Indicator: Comp\_3.1.3 Solve for the unknown variable in an equation

Learning Indicator: Comp\_3.1.4 Apply the order of operations principle when using mathematical processes

Learning Indicator: Comp\_3.1.5 Identify multiple applications for using algebraic equations to solve problems

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

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

Learning Indicator: Comp\_5.1.1 Construct, read, and interpret tables, charts, and graphs

Learning Indicator: Comp\_5.1.2 Make inferences about data from tables, charts, and graphs

Learning Indicator: Comp\_5.1.3 Estimate and calculate measures of central tendency (mean, median, mode)

Learning Indicator: Comp\_5.1.4 Use probability concepts to represent and solve problems involving uncertainty

Learning Indicator: Comp\_5.1.5 Calculate frequency distributions

Learning Indicator: Comp\_5.1.6 Calculate standard deviations

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## 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.**

Learning Indicator: Comp\_6.1.1 Compute individual income taxes

Learning Indicator: Comp\_6.1.2 Calculate property tax, assessed value, or the tax rate when one of the three variables is unknown

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

Learning Indicator: Comp\_6.2.1 Calculate the purchase price of a stock transaction

Learning Indicator: Comp\_6.2.2 Compute compound interest and the resulting compound amount at the maturity date for savings and investments

Learning Indicator: Comp\_6.2.3 Calculate price of a bond given a recent bond quotation

Learning Indicator: Comp\_6.2.4 Compute rates of return for various instruments and compare to make decisions

Learning Indicator: Comp\_6.2.5 Calculate the amount, compound interest, and present value for a simple annuity

Learning Indicator: Comp\_6.2.6 Determine and verify periodic payment required to finance a sinking fund and prepare a sinking fund schedule

Learning Indicator: Comp\_6.2.7 Determine total amount deposited and interest earned on a sinking fund

Learning Indicator: Comp\_6.2.8 Determine periodic payment, interest, and total amount required to pay to amortize a loan (e.g., mortgage)

Learning Indicator: Comp\_6.2.9 Prepare a simplified amortization schedule

Learning Indicator: Comp\_6.2.10 Calculate earnings per share

Learning Indicator: Comp\_6.2.11 Determine current yield on a bond

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

Learning Indicator: Comp\_6.3.1 Calculate gross earnings (e.g., salary, hourly rate, commission, or production)

Learning Indicator: Comp\_6.3.2 Calculate payroll withholdings, other deductions, and net earnings

Learning Indicator: Comp\_6.3.3 Maintain payroll register and individual earnings record

Learning Indicator: Comp\_6.3.4 Complete the employer's quarterly federal tax return, which includes the calculations for employee and employer taxes

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

Learning Indicator: Comp\_6.4.1 Maintain check records (e.g., check register and deposit slips)

Learning Indicator: Comp\_6.4.2 Calculate income and expenses for a given time period

Learning Indicator: Comp\_6.4.3 Calculate fixed and variable costs, analyze data, and estimate the projected total income and total expenses for a given time period

Learning Indicator: Comp\_6.4.4 Reconcile the bank statement with the check register

Learning Indicator: Comp\_6.4.5 Reconcile and replenish a petty cash fund and a cash drawer

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

Learning Indicator: Comp\_6.5.1 Calculate net sales, cost of goods sold, gross profit, operating expenses, and net profit for the income statement

Learning Indicator: Comp\_6.5.2 Calculate total assets, liabilities, and owner's equity for the balance sheet

Learning Indicator: Comp\_6.5.3 Calculate the cash flow and determine cash sufficiency for a given period of time

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Learning Indicator: Comp\_6.5.4 Calculate the change in equity for the statement of change of owner's equity or retained earnings statement

Learning Indicator: Comp\_6.5.5 Calculate the distribution of profit/loss to the proprietor, partners, or stockholders

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

Learning Indicator: Comp\_6.6.1 Using the simple interest equation  $I=PRT$ , solve for one of the variables and find maturity value

Learning Indicator: Comp\_6.6.2 Calculate the bank discount and the proceeds on a discounted note

Learning Indicator: Comp\_6.6.3 Determine the outstanding amount for installment purchases

Learning Indicator: Comp\_6.6.4 Determine the finance/additional charges, the periodic payment, the total cost, and the APR on an installment contract

Learning Indicator: Comp\_6.6.5 Compare cash price to installment price in order to make a purchase decision

Learning Indicator: Comp\_6.6.6 Calculate the effects of early payoff of an installment plan

Learning Indicator: Comp\_6.6.7 Calculate the present value of a simple interest loan

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

Learning Indicator: Comp\_6.7.1 Calculate the total purchase price given the number of units and unit price

Learning Indicator: Comp\_6.7.2 Calculate the net business purchases with discounts and purchase returns and allowances

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

Learning Indicator: Comp\_6.8.1 Determine the dollar amount of cost, markup, or sales price when one of the three variables is unknown

Learning Indicator: Comp\_6.8.2 Determine the dollar amount of markdown, regular selling price, or reduced price when one of the three variables is unknown

Learning Indicator: Comp\_6.8.3 Calculate the total sales and the sales tax for a sales transaction

Learning Indicator: Comp\_6.8.4 Compute net sales with sales/returns allowances and sales discount

Learning Indicator: Comp\_6.8.5 Compute the percent of markup when based on the cost or when based on the selling price

Learning Indicator: Comp\_6.8.6 Compute the percent of markdown given the regular selling price and the reduced price

Learning Indicator: Comp\_6.8.7 Calculate the operating profit or loss, the absolute loss, and the breakeven point

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

Learning Indicator: Comp\_6.9.1 Determine inventory valuation according to different plans (e.g., LIFO, FIFO, specific identification, and weighted average)

Learning Indicator: Comp\_6.9.2 Determine cost of goods sold for a given period using different inventory valuation methods

Learning Indicator: Comp\_6.9.3 Determine gross profit for a given period using different inventory valuation methods

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

Learning Indicator: Comp\_6.10.1 Calculate the depletion of natural resources

Learning Indicator: Comp\_6.10.2 Calculate book value

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## 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.

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
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

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## IS\_2.3 Select and apply database software.

Learning Indicator: IS_2.3.1	Explain the purposes, functions, and common features of database software
Learning Indicator: IS_2.3.2	Explain the meaning of common database terminology
Learning Indicator: IS_2.3.3	Identify the differences between integrated and dedicated software
Learning Indicator: IS_2.3.4	Use database software to demonstrate file functions including creating, saving, loading, printing, and merging documents
Learning Indicator: IS_2.3.5	Demonstrate editing functions including inserting and deleting records and fields
Learning Indicator: IS_2.3.6	Demonstrate ability to apply layout functions including creating fields, tags, and records
Learning Indicator: IS_2.3.7	Demonstrate ability to apply functions such as query, sorting, navigating, and retrieval of data
Learning Indicator: IS_2.3.8	Demonstrate ability to apply word processing tools including spell checking, thesaurus, and grammar checking
Learning Indicator: IS_2.3.9	Demonstrate ability to plan, create, modify, and print reports

## 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\_4: Demonstrate Knowledge of File and Database Management Systems

### IS\_4.1 Enter, sort, retrieve, and evaluate data from databases.

Learning Indicator: IS_4.1.1	Explain the nature and interrelationships of fields, records, files, and databases
Learning Indicator: IS_4.1.2	Sequence and define steps of an information processing cycle
Learning Indicator: IS_4.1.3	Describe search strategies and use them to solve common information problems

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Learning Indicator: IS_4.1.4	Sort and retrieve data from files and databases
Learning Indicator: IS_4.1.5	Locate requested information on a computer printout
Learning Indicator: IS_4.1.6	Edit and verify printout information
<b>IS_4.2</b>	<b>Plan, develop, and modify file specifications and database schema.</b>
Learning Indicator: IS_4.2.1	Plan and develop record specifications
Learning Indicator: IS_4.2.2	Use database application development tools to create information systems to solve organization problems
Learning Indicator: IS_4.2.3	Identify and describe electronic and microform storage media
Learning Indicator: IS_4.2.4	Evaluate and select electronic and microform storage media appropriate to tasks
Learning Indicator: IS_4.2.5	Explain, compare, and contrast sequential, direct, and indexed sequential file structures
Learning Indicator: IS_4.2.6	Identify and select file structures appropriate to specific applications
Learning Indicator: IS_4.2.7	Modify record structures

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

<b>IS_6.1</b>	<b>Select and apply information for special needs students.</b>
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

<b>IS_7.1</b>	<b>Establish and use a personal code of ethics for information systems use and management.</b>
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
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